Factors that contribute to good phone customer service



The agent works to understand the problem



The agent can resolve the customer issue quickly



The customer is left happy after the end of the call

Good Telephone Customer Service Skills

Ron Zemke

Good Telephone Customer Service Skills:

Gower Handbook of Customer Service Peter Murley, 1997 This new Gower Handbook covers an area of management that is now regarded as fundamental to the success of any organization whether it is in the private or the public sector A team of experienced professionals and practising managers have pooled their expertise to provide nearly 50 chapters of current best practice in all aspects of customer service management making this a valuable addition to the renowned Gower Managing Customer Service Jenny Hayes, Frances Dredge, 1998 Jenny Hayes and Frances Dredge Handbook series offer a concise introduction to the business reasons for building good relationships with customers and also examine the management framework of customer service Customer Service United States. General Accounting Office, 2000 How to Be a Great Call Center Representative Robert W. Lucas, 2001 Give your front line call center staff the training they need With How to Be a Great Call Center Representative call center staff will learn what technology based customer service is all about including the history terminology legislation and technology options This book is designed to supplement and enhance the industry specific policies and procedures plus local state and federal guidelines to which a call center staff must adhere Filled with exercises and self assessments the course presents specific practical strategies for improving listening skills building trust with customers problem solving and decision making all within the context of a busy call center How to Be a Great Call Center Representative provides all the tools needed to be confident in handling customers and building a foundation for future growth and advancement Readers will learn how to Identify the roles and responsibilities of a call center staff Prepare yourself to deliver quality service Learn to communicate successfully Identify current legislation terminology and technology affecting call center staff Develop skills for building trust Enhance telephone verbal skills and vocal quality Build problem solving and decision making skills Learn to handle difficult customer situations Improve your time management and multitasking skills Identify ways to control your stress level Learn to recover from mistakes yours and your customer's This is an ebook version of the AMA Self Study course If you want to take the course for credit you need to either purchase a hard copy of the course through amaselfstudy org or purchase an online version of the course through Negotiating and Influencing Skills Bradley Collins McRae, Brad McRae, 1998 Negotiating and www flexstudy com Influencing Skills provides the tools needed to negotiate effectively in order to obtain the best result whether you are working on securing a contract obtaining consensus on a goal building commitment among your employees or classmates coaching for employee development or dealing with family and friends Based on the theoretical approach to cooperative negotiating skills developed at the Harvard Project on Negotiation the book presents a two step process toward mastery of negotiating and influencing skills that includes the development of skills by means of interactive exercises and application of these negotiating skills in personal and professional life Evaluation tools and many exercises are used to help the reader develop and broaden his or her negotiation style and become more flexible and fluid in approach Difficult people and difficult situations provide us with one of the best sources of information on what we need to do differently in order to negotiate more effectively The book examines the eight critical skills we all need to negotiate successfully with difficult people or difficult situations Learning effective negotiating and influencing skills is a lifelong process Reading this book is only the beginning point in that process Suggestions are presented regarding books to read courses to take and the continuing use of the feedback forms provided in this book Anyone who negotiates on a regular basis and is desirous of improving his or her negotiating and influencing skills whether that be in the work setting or in their personal lives will appreciate the approaches offered in this book particularly professors and students of management marketing organizational communication political science public policy psychology industrial organization psychology social work negotiation family studies and law

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Table of Contents Good Telephone Customer Service Skills

- 1. Understanding the eBook Good Telephone Customer Service Skills
 - The Rise of Digital Reading Good Telephone Customer Service Skills
 - Advantages of eBooks Over Traditional Books
- 2. Identifying Good Telephone Customer Service Skills
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
- 3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Good Telephone Customer Service Skills
 - User-Friendly Interface
- 4. Exploring eBook Recommendations from Good Telephone Customer Service Skills
 - Personalized Recommendations
 - Good Telephone Customer Service Skills User Reviews and Ratings

- Good Telephone Customer Service Skills and Bestseller Lists
- 5. Accessing Good Telephone Customer Service Skills Free and Paid eBooks
 - Good Telephone Customer Service Skills Public Domain eBooks
 - Good Telephone Customer Service Skills eBook Subscription Services
 - Good Telephone Customer Service Skills Budget-Friendly Options
- 6. Navigating Good Telephone Customer Service Skills eBook Formats
 - o ePub, PDF, MOBI, and More
 - Good Telephone Customer Service Skills Compatibility with Devices
 - Good Telephone Customer Service Skills Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Good Telephone Customer Service Skills
 - Highlighting and Note-Taking Good Telephone Customer Service Skills
 - Interactive Elements Good Telephone Customer Service Skills
- 8. Staying Engaged with Good Telephone Customer Service Skills
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Good Telephone Customer Service Skills
- 9. Balancing eBooks and Physical Books Good Telephone Customer Service Skills
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Good Telephone Customer Service Skills
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Good Telephone Customer Service Skills
 - Setting Reading Goals Good Telephone Customer Service Skills
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Good Telephone Customer Service Skills
 - Fact-Checking eBook Content of Good Telephone Customer Service Skills
 - Distinguishing Credible Sources

- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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