

Call Center Training: Sales and Customer Service Training for Call Center Agents

Call centers, whether we choose to embrace them or cannot stand being interrupted by their calls, are a business element that is here to stay. This course will help call center agents learn to make the very most of their telephone based work, including understanding the best ways to listen and be heard. Each phone interaction also has elements of sales and customer service skills, which will be explored in detail throughout this energizing and practical three-day workshop.

This workshop will help you teach participants:

- The nuances of body language and verbal skills
- Aspects of verbal communication such as tone, cadence, and pitch
- Questioning and listening skills
- How to deliver bad news and say “no”
- Effective ways to negotiate
- The importance of creating and delivering meaningful messages
- Tools to facilitate their communication
- The value of personalizing their interactions and developing relationships
- Vocal techniques that will enhance their speech and communication ability
- Personalized techniques for managing stress

Introduction and Course Overview

You will spend the first part of the day getting to know participants and discussing what will take place during the workshop. Students will also have an opportunity to identify their personal learning objectives.

What’s Missing in Telephone Communication?

To begin, participants will explore Alfred Mehrabian’s study on communication and how it affects telephone communication. Participants will also learn the role that body language plays in telephone communication.

Verbal Communication

This session will cover the four E’s of an effective telephone voice and how you can use them to promote a service image.

Who are Your Customers?

In this session, participants will learn about what a customer is, and they will identify some of their own customers.

To Serve and Delight

This session will give participants an opportunity to develop strong, helpful phrases for assisting customers.

Call Center Training Manual

United States. War Dept

A red circular graphic with a gradient, appearing as a stylized arrow or a partial circle, located to the right of the 'United States. War Dept' text.

Call Center Training Manual:

Call Center Operation Duane Sharp, 2003-04-14 Complete coverage of the critical issues to set up manage and efficiently maintain a call center *Call Center Agent Series* Customer Service Training Institute, 2013-07-13 Call Center Agents are a critical part of many companies operations and customer service departments But agent rarely get the training they need to understand how call centers work and what their purpose is They also don't understand what is expected of them and how their performance will be monitored and assessed Our Call Center Training Manuals will prepare new agents for their future and will also give existing agents a new perspective on their current position Learn call center structure terminology and what the responsibilities are for call center agents This book will help prepare anyone to be the very best Call Center Agent they can be **Contact US! Trainer's Manual** Jane Lockwood, Hayley McCarthy, 2010-06-21 CONTACT US develops high end professional English language communication skills for the BPO industry This manual contains a comprehensive introduction to the course outlining the teaching approach and describing the unit structure in detail It includes model answers to the activities and keys to exercises as well as photocopiable materials **Training Manual** United States. War Dept, 1923 **The Call Center Handbook** Keith Dawson, 2003-11-20 Need to know how to buy a phone switch for your call center How to measure the productivity of agents How to choose from two cities that both want your center No problem The Call Center Handbook is a complete guide to starting running and im *The Call Centre Training Handbook* John P. Wilson, 2009 A complete resource for providing learning training and development within contact centers This handbook offers call center managers and trainers information with which to benchmark training and identifies best practice in learning and development *The Case Manager's Training Manual* David W. Plocher, Patricia L. Metzger, 2001 Stem Cell and Bone Marrow Transplantation United States Army Training Manual United States. Adjutant-General's Office, 1922 Training Manual United States. Army. Signal Corps, 1925 **Issues Presented by Air Reserve Center Training Manual** United States. Congress. House. Committee on Un-American Activities, 1960 Investigates the Air Reserve Center Training Manual which contains charges of Communist infiltration in the National Council of Churches of Christ

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