



*Conference:
Achieving Excellence in Customer Service -
Providing a Quality Service*

*14 - 18 April 2025
London (UK)
Landmark Office Space - Oxford Street*

Conference: Achieving Excellence in Customer Service - Providing a Quality Service

Conference code: CO8218 From: 14 - 18 April 2025 Venue: London (UK) - Landmark Office Space - Oxford Street
Conference Fees: 6000 € Euro

Introduction

Achieving customer service excellence requires effort, teamwork, and well-trained professionals passionate about quality service. This five-day course focuses on professional communication, strategies for service recovery, and handling difficult customers effectively. Participants will learn to foster customer loyalty, adopt world-class service practices, enhance interpersonal skills, and develop a mindset for continuous improvement. Build the skills to excel in today's competitive, customer-focused business environment.

Objectives

- Establish the importance of setting and reviewing customer service standards
- Develop an understanding of internal and external customer expectations
- Communicate more effectively by utilizing active listening and questioning skills
- Demonstrate how to deal with difficult customers effectively
- Set SMART objectives and goals to increase daily productivity
- Utilize stress management techniques to reduce tension

Methodology

This dynamic, 5-day seminar is highly interactive and encourages delegate participation through a combination of group discussion, videos, role-play exercises, case studies, and breakout sessions. This seminar will include benchmarking best practices to model world-class customer service excellence. The comprehensive course manual has been designed to be practical, easy to use, and facilitate learning. Delegates are provided a comfortable, enlightening learning experience that gives them the latest insights, techniques, and best practices to promote long-term customer satisfaction and loyalty.

Organizational Impact

- A shared organizational customer service vision
- A streamlined customer service feedback system
- Improved Intra/ interdepartmental communication
- A highly motivated and focused workforce
- Increased competency and communication skills

- Increased customer retention and revenue growth

Personal Impact

- An increased appreciation for their role in helping their organization achieve customer service excellence
- Up to date techniques and methods to help them provide world-class service
- Enhanced leadership and communication skills required to excel in their career
- Increased confidence in their abilities to work professionally with difficult or upset customers
- The insight to adjust their own temperament style to become more versatile, adaptable and highly successful
- Improved time management skills and increased productivity

Outlines

Day 1: Setting the Standards for Customer Service Excellence

- The benefits of providing excellent customer service
- Breakout session: How to use customer service to promote customer loyalty
- Case study: The best and worst customer service providers
- The WOW Factor: Going the extra mile—and then some!
- The importance of managing internal and external customer expectations
- First impressions: What do your customers see and hear?
- Understanding and working with the four customer styles
- Practical exercise: What is your individual personality type?

Day 2: Communicating the Customer Service Message

- How well does your organization communicate the importance of customer service?
- Understanding your customer's nonverbal communication
- Tips for building trust and rapport quickly—face-to-face or on the telephone
- What is your preferred learning style?
- Developing your active listening skills to enhance communications

- Use questioning techniques to identify a customer's expectations and service requirements
- Telephone tips to promote a professional image
- The dos and don't of written communication

Day 3: Service Recovery: Handling Complaints and Difficult Customers

- The importance of customer complaints and why they should be encouraged
- Six steps to service recovery
- Case Study: Best Practices of Scandinavian Airlines and The Disney Corporation
- Strategies to help calm upset customers
- Managing emotions during stressful situations
- Empower employees to get the job done
- Breakout session: Step-by-step process for handling a customer complaint
- Role-play exercise: Dealing with upset customers

Day 4: Principles of Persuasion

- Requesting feedback from customers and colleagues
- The art of giving and receiving feedback
- Case study: Best practices - Xerox's Five Pillars of Customer-focused Strategy
- Negotiating mutually beneficial outcomes
- Words and tones to avoid
- The RATER Model: Five dimensions of customer service excellence
- Best practices for call handling, documentation and quality assurance
- Measuring and monitoring customer satisfaction

Day 5: Getting the Right Customer Service Attitude

- The importance of attitude and teamwork
- Focusing on continuous improvement
- Stress management tips to increase productivity

- Practical exercise: What are your biggest “timewasters” that block productivity?
- The customer service mission and vision
- Setting personal and professional goals
- Practical exercise: What is your Action Plan?
- End of course review and delegate feedback

Registration form on the Conference: Achieving Excellence in Customer Service - Providing a Quality Service

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

Delegate Information

Full Name (Mr / Ms / Dr / Eng):
 Position:
 Telephone / Mobile:
 Personal E-Mail:
 Official E-Mail:

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Company Name:
 Address:
 City / Country:

Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng):
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