



*Training Course:
Automotive Service Advisor*

*2 - 6 August 2026
Amman (Jordan)*

Training Course: Automotive Service Advisor

Training Course code: SC234805 From: 2 - 6 August 2026 Venue: Amman (Jordan) - Training Course Fees: 4550 € Euro

Introduction

Automotive Service Advisor with customers at a vehicle servicing workshop. You will make recommendations on automotive needs and provide advice on service schedules. Service Advisors might discuss any problematic issues with vehicle owners and provide guidance on necessary repairs. Service Advisors may organize replacement parts and take service bookings.

Service Advisors should have excellent customer service skills. It's important that you can communicate with people from a range of backgrounds and work as part of a team. Service Advisors should be organized and able to manage their time well. You will need to be able to multitask and prioritize tasks when necessary.

You will receive training in the technical aspects of automobile diagnoses, as well as communication, customer service, and managerial skills. Dealerships across the country have long understood the need for good customer care after the final sale, and this program will provide you with the knowledge and customer service skills you need to be a valuable member of the auto service team!

Training Objectives

At the end of the training program, participants will learn;

- Understand the inspection procedure.
- Learn how to complete an inspection report and Set customer expectations.
- Understand the vehicle operations, parts, and methods of communication with the technicians.
- Gain phone communication skills and techniques.
- Learn how to prepare for customer visits.
- What is the service process and how to write it?
- How to sell your services, delivery, and follow-up?
- Understand the techniques of building relations with clients.

Target Audience

This training program is intended for:

- Automotive Service Advisor

- Parts Clerk
- Customer Service Desk and more

Training Outlines

Day 1

- Introduction to Inspection-Based Selling
- Vehicle Operations and Communicating with Technicians

Day 2

- Phone Skills
- Preparing for Customer Arrival

Day 3

- Service Process – The Write-Up
- Selling the Service

Day 4

- Delivery and Follow-Up
- Communicate Effectively with Service Customers

Day 5

- Warranty Essentials
- Applying Your Write-Up Skills
- Applying Your Relationship Skills

Registration form on the Training Course: Automotive Service Advisor

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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:
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Personal E-Mail:
Official E-Mail:

Company Information

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Address:
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Person Responsible for Training and Development

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

Payment Method

- ☐ Please find enclosed a cheque made payable to Global Horizon
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