



*Training Course:
Customer Care and Communication Skills for
Frontline Staff*

*11 - 15 January 2027
Singapore*

Training Course: Customer Care and Communication Skills for Frontline Staff

Training Course code: MA234917 From: 11 - 15 January 2027 Venue: Singapore - Training Course Fees: 6250 € Euro

Introduction

Frontline staff serve as the **primary ambassadors of the organization**, shaping customer perceptions through every interaction. As the first point of contact, their behavior, communication style, and professionalism directly influence customer satisfaction, brand reputation, and overall business success.

In today's highly competitive and customer-centric environment, organizations must ensure that frontline employees possess **exceptional customer service and communication skills**. This includes understanding customer needs and expectations, managing diverse personalities, and maintaining professionalism in high-pressure situations.

This program is designed to equip participants with the **practical skills, techniques, and mindset** required to deliver outstanding customer experiences. Through interactive exercises and real-life scenarios, participants will learn how to communicate effectively, manage challenging situations, and contribute to building a **positive organizational image and long-term customer loyalty**.

Training Objectives

By the end of this program, participants will be able to:

- Understand the core concepts and importance of **customer care excellence**
- Identify the key drivers of **outstanding customer service** and customer satisfaction
- Recognize different **customer personalities and behavioral patterns**
- Apply effective **verbal and non-verbal communication skills**
- Adapt and develop their own **professional communication style**
- Utilize advanced **questioning and active listening techniques**
- Handle customer complaints and difficult situations using **emotional intelligence**
- Manage stress effectively in high-contact customer environments
- Build and sustain **customer loyalty** while enhancing the organization's image

Target Audience

This program is designed for professionals who interact directly with customers, including:

- Receptionists and Front Desk Staff
- Customer Service Representatives
- Call Center Agents
- Secretaries and Administrative Staff
- Cashiers and Clerks

- Relationship Officers
- Any employee responsible for customer-facing roles

Outline

Day 1: Foundations of Customer Care Excellence

- Introduction to Customer Care and Its Strategic Importance
- Defining Excellent Customer Service
- Internal vs. External Customers and Expectations
- Features and Standards of Service Excellence
- Barriers to Delivering High-Quality Service
- The **UPOD Principle** in Customer Service
- The Impact of Customer Service on Organizational Success
- Creating the "WOW Factor" in Customer Experience
- First Impressions: Professional Image and Customer Perception

Workshop & Activities:

- Case Study: Best vs. Worst Customer Service Experiences
- Group Discussion: Customer Expectations in Your Organization

Day 2: Understanding Customer Behavior & Communication Styles

- Customer Needs, Wants, Expectations, and Perceptions
- Customer Personality Types and Behavioral Profiles
- Identifying and Managing Different Customer Styles
- Handling Conflict-Prone Personalities

Non-Verbal Communication

- Understanding Body Language and Its Impact
- Interpreting Postures, Gestures, and Facial Expressions
- Identifying Communication Channels Visual, Auditory, Kinesthetic

Vocal Communication

- Tone, Pitch, and Voice Control
- Recognizing Customer Communication Patterns

Workshop & Activities:

- Personality Assessment Exercise
- Practical Scenarios: Matching Communication Style to Customer Type

Day 3: Professional Communication Skills

- Fundamentals of Effective Communication
- The Four Communication Styles and Their Application
- Barriers to Communication and How to Overcome Them
- Building Rapport with Customers

Customer Interaction Skills

- Asking Effective Questions
- Using Positive Language and Professional Phrases
- Avoiding Negative Communication Habits
- Preparing for Customer Interactions

Active Listening Skills

- Importance of Listening in Customer Service
- Verbal and Non-Verbal Listening Techniques
- Improving Listening Accuracy and Empathy

Workshop & Activities:

- Listening Skills Practice
- Role Play: Effective vs. Ineffective Communication

Day 4: Handling Customers & Managing Difficult Situations

Customer Handling Excellence

- Front Desk Management and Professional Presence
- Professional Reception Skills
- Appearance, Behavior, and Professional Conduct
- Emotional Intelligence and Self-Awareness

Managing Difficult Customers

- Types of Difficult Customers
- Handling Complaints and Conflict Situations
- De-escalation Techniques and Maintaining Professionalism

Advanced Communication

- Telephone Etiquette and Voice Techniques
- Elocution, Tone, and Clarity
- Avoiding Toxic Behaviors

Stress Management

- Managing Work Pressure in Customer-Facing Roles
- Maintaining Composure and Productivity

Workshop & Activities:

- Role Play: Handling Difficult Customers
- Scenario Analysis: Conflict Resolution

Day 5: Building Customer Loyalty & Organizational Image

- The Role of Frontline Staff in Shaping Organizational Image
- Customer Experience and Service Excellence
- Building Trust and Long-Term Relationships
- Turning Satisfaction into Customer Loyalty

Customer Journey & Experience

- Understanding Customer Touchpoints
- Delivering Consistent and Memorable Experiences
- Encouraging Positive Word-of-Mouth

Practical Applications

- Defining the Loyal Customer
- Strategies to Build Customer Loyalty
- Action Planning for Workplace Implementation

Final Activities:

- Case Study: Creating a Loyalty Strategy
- Group Presentation: Improving Customer Experience in Your Organization

Registration form on the Training Course: Customer Care and Communication Skills for Frontline Staff

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

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