



*Training Course:
Develop call center skills*

*16 - 20 August 2027
Lisbon (Portugal)*

Training Course: Develop call center skills

Training Course code: PS1985 From: 16 - 20 August 2027 Venue: Lisbon (Portugal) - Training Course Fees: 6050 € Euro

Introduction:

Welcome to the "Develop Call Center Skills" training program, designed by Global Horizon Training Center. This program aims to equip participants with the essential skills and knowledge required to excel in a call center environment. By providing comprehensive training in effective communication, customer service, problem-solving, and technical proficiency, we aim to enhance the capabilities of call center professionals and improve overall customer satisfaction.

Objectives:

- Develop effective communication skills to interact confidently and professionally with customers.
- Enhance customer service abilities to ensure high levels of customer satisfaction and loyalty.
- Strengthen problem-solving skills to efficiently resolve customer inquiries and complaints.
- Improve technical proficiency in utilizing call center tools, software, and systems.
- Foster a positive attitude and resilience to handle challenging situations in a call center setting.

Target Audience:

This training program is suitable for both new and experienced call center professionals who wish to enhance their skills and excel in their roles. It is also beneficial for customer service representatives, team leaders, supervisors, and managers who oversee call center operations.

Outlines:

Day 1:

Introduction to Call Center Skills

- Overview of call center operations and industry trends
- Importance of effective communication in a call center
- Active listening techniques for better customer engagement
- Introduction to customer service best practices

Day 2:

Enhancing Customer Service Skills

- Understanding customer needs and expectations
- Building rapport and empathy with customers
- Dealing with difficult customers and complaints
- Handling customer objections and providing solutions

Day 3:

Problem-Solving and Decision-Making

- Problem-solving techniques for call center scenarios
- Analyzing customer issues and identifying root causes
- Developing effective decision-making skills
- Implementing problem resolution strategies

Day 4:

Technical Proficiency in Call Center Tools

- Overview of call center software and systems
- Efficient utilization of customer relationship management CRM tools
- Utilizing call scripts and knowledge bases effectively
- Managing multiple communication channels phone, email, chat

Day 5:

Developing Resilience and Continuous Improvement

- Developing a positive attitude and resilience in a call center environment
- Stress management techniques for call center professionals
- Continuous improvement strategies for personal and team development
- Action planning for implementing learned skills in the workplace

Registration form on the Training Course: Develop call center skills

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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

Company Name:
Address:
City / Country:

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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