

## SFJCCCC5.1

### Resolve customer service problems



---

#### Overview

This unit is part of the Customer Service Theme of Handling Problems. This Theme covers the behaviours, processes and approaches that are most effective when handling customer service problems. Remember that customers include everyone you provide a service to. They may be external to your organisation or they may be internal customers.

This unit is about what to do when it is difficult to meet customer expectations. Even if the service you give is excellent, some customers experience problems. Part of your job is to help to resolve those problems. There is likely to be a problem if customer expectations are not met. This may be because your customer's expectations involve more than you can offer or because your service procedures have not been followed. Some problems are reported by customers and sometimes you spot the problem first and resolve it before your customer has even noticed. As soon as you are aware of a problem, you need to consider the options and then choose a way to put it right. This unit is particularly important in customer service because many customers judge how good the customer service of your organisation is by the way problems are handled.

# SFJCCCC5.1

## Resolve customer service problems

---

### Performance criteria

#### Spot customer service problems

*You must be able to:*

- P1 listen carefully to your customers about any problem they have raised
- P2 ask your customers about the problem to check your understanding
- P3 recognise repeated problems and alert the appropriate authority
- P4 share customer feedback with others to identify potential problems before they happen
- P5 identify problems with systems and procedures before they begin to affect your customers

#### Pick the best solution to resolve customer service problems

*You must be able to:*

- P6 identify the options for resolving a customer service problem
- P7 work with others to identify and confirm the options to resolve a customer service problem
- P8 work out the advantages and disadvantages of each option for your customer and your organisation
- P9 pick the best option for your customer and your organisation
- P10 identify for your customer other ways that problems may be resolved if you are unable to help

#### Take action to resolve customer service problems

*You must be able to:*

- P11 discuss and agree the options for solving the problem with your customer
- P12 take action to implement the option agreed with your customer
- P13 work with others and your customer to make sure that any promises related to solving the problem are kept
- P14 keep your customer fully informed about what is happening to resolve the problem
- P15 check with your customer to make sure the problem has been resolved to their satisfaction
- P16 give clear reasons to your customer when the problem has not been resolved to their satisfaction

# SFJCCCC5.1

## Resolve customer service problems

---

### Knowledge and understanding

*You need to know and understand:*

- K1 organisational procedures and systems for dealing with customer service problems
- K2 how to defuse potentially stressful situations
- K3 how to negotiate
- K4 the limitations of what you can offer your customer
- K5 types of action that may make a customer problem worse and should be avoided

## SFJCCCC5.1

### Resolve customer service problems

---

<b>Developed by</b>	Skills for Justice
---------------------	--------------------

---

<b>Version number</b>	1
-----------------------	---

---

<b>Date approved</b>	June 2010
----------------------	-----------

---

<b>Indicative review date</b>	June 2013
-------------------------------	-----------

---

<b>Validity</b>	Current
-----------------	---------

---

<b>Status</b>	Tailored
---------------	----------

---

<b>Originating organisation</b>	ICS
---------------------------------	-----

---

<b>Original URN</b>	C3
---------------------	----

---

<b>Relevant occupations</b>	Public Services; Public Service Professionals; Government and Related Organisations
-----------------------------	---

---

<b>Suite</b>	NOS for Operational Delivery Contact Centre roles
--------------	---

---

<b>Key words</b>	Operational Delivery, Contact Centre, Spot customer service problems, pick solution, resolve customer service problems, take action
------------------	---