

## SFJPC1.4

### Deal with incoming telephone calls with customers



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#### Overview

This unit is part of the Customer Service Theme of Impression and Image. This Theme covers the Customer Service behaviours and processes that have the most impact on the way your customer sees you and your organisation. Remember that customers include everyone you provide a service to. They may be external to your organisation or they may be internal customers.

Many organisations rely on dealing with incoming telephone calls as a key part of their customer service procedures. Customer expectations are high when calling organisations because they have had an opportunity to prepare for their call. In addition, a proportion of calls start with customers in a negative frame of mind because the caller sees making a call as a way of dealing with a customer service problem. This unit is about being prepared to deal effectively with calls and using effective communication to satisfy customers with the outcome of each call.

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#### Performance criteria

#### Use communication systems effectively

*You must be able to:*

- P1 operate telecommunication equipment efficiently and effectively
- P2 speak clearly and slowly and adapt your speech to meet the individual needs of your customer
- P3 listen carefully when collecting information from your customer
- P4 select the information you need to record and store following your organisation's guidelines
- P5 update your customer records during or after the call to reflect the key points of the conversation

#### Establish rapport with customers who are calling

*You must be able to:*

- P6 greet your customer following your organisation's guidelines
- P7 listen closely to your customer to identify their precise reason for calling and what outcome they are seeking from the call
- P8 confirm the identity of your customer following organisational guidelines
- P9 use effective and assertive questions to clarify your customer's requests

#### Deal effectively with customer questions and requests

*You must be able to:*

- P10 identify all the options you have for responding to your customer and weigh up the benefits and drawbacks of each
- P11 choose the option that is most likely to lead to customer satisfaction within the service offer
- P12 give clear and concise information to customers in response to questions or requests
- P13 use questions and answers to control the length of the conversation
- P14 keep your customer regularly informed about your actions when accessing information to provide responses or if they are going to be on hold for a period of time
- P15 put your customer on hold and ensure you cannot be heard if you are discussing action with others or calling a colleague
- P16 summarise the outcome of the call and any actions that you or your customer will take as a result
- P17 check before the call is finished that your customer is content that all their questions or requests have been dealt with
- P18 complete any follow up actions agreed during the call
- P19 take a clear message for a colleague if you are unable to deal with some aspect of your customer's questions or requests
- P20 ensure that promises to call back are kept

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#### Knowledge and understanding

*You need to know and understand:*

- K1 your organisation's guidelines and procedures for the use of telecommunication equipment
- K2 how to operate your organisation's telecommunication equipment
- K3 the importance of speaking clearly and slowly when dealing with customers by telephone
- K4 the effects of smiling and other facial expressions that can be detected by somebody listening to you on the telephone
- K5 the importance of adapting your speech to meet the needs of customers who may find your language or accent difficult to understand
- K6 what information it is important to note during or after telephone conversations with customers
- K7 your organisation's guidelines and procedures for what should be said during telephone conversations with customers
- K8 the importance of keeping your customer informed if they are on hold during a call
- K9 the importance of not talking across an open line
- K10 what details should be included if taking a message for a colleague
- K11 your organisation's guidelines and procedures for taking action to follow up calls made to customers
- K12 your organisations guidelines for handling abusive calls

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<b>Developed by</b>	Skills for Justice
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<b>Relevant occupations</b>	Public Services; Public Service Professionals; Government and Related Organisations
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<b>Suite</b>	NOS for Operational Delivery Processing roles
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<b>Key words</b>	Operational Delivery, Processing, telecommunication equipment, incoming telephone calls
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