

SFJPSG6.1.1

Build and maintain effective customer relations



Overview

This unit is about establishing and maintaining effective customer relations. For some organisations this means encouraging loyalty and repeat business from large numbers of customers. For others it is all about nurturing and relating to a smaller number of valued customers who make an important strategic contribution to your organisation's success.

It reflects best practice within aspects of the PSG for operational delivery, and in particular to aspects of 'Customer Service'.

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Performance criteria

Establish effective customer relations

You must be able to:

- P1 identify the types of people with whom you should build longer-term customer relations and promote loyalty
- P2 communicate with these customers so that they know they are important to your organisation
- P3 explain your role, the purpose of making contact and the mutual benefits of building a longer-term relationship
- P4 make it clear that you welcome two-way communication about customer expectations

Maintain and develop effective customer relations

You must be able to:

- P5 keep customers informed and accept criticism from customers openly and constructively
- P6 regularly assess whether customer expectations are being consistently met
- P7 use your influence and authority in your own organisation to ensure that customer needs and expectations are being met and, where possible, exceeded
- P8 collect feedback from customers and staff to ensure that solutions are being provided that result in customer satisfaction
- P9 analyse customer relations and propose changes that will develop longer-term loyalty to people with authority in your organisation

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Knowledge and understanding

You need to know and understand:

- K1 how to identify and prioritise types of customers with whom you should be building a longer-term relationship
- K2 the most appropriate method of establishing relationships with customers targeted for longer-term relationships
- K3 the importance of effective communication skills when dealing with customers
- K4 how to explore and agree with customers the mutual benefits of maintaining and developing a longer-term relationship
- K5 how to communicate with customers, especially when they are dissatisfied with products and services
- K6 how to negotiate with customers in a way that balances their expectations with the expectations of your organization
- K7 the types of compromises that would be acceptable to your organisation when meeting customer expectations
- K8 how to use your influence and authority in your organization to meet or exceed customer expectations
- K9 methods of monitoring customer satisfaction appropriate to your level of authority in the organisation

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