

Managing Complaints & Challenging Customers

Duration: 1 day

Course Overview

Welcome to the "Managing Complaints & Challenging Customers" training program! This comprehensive one-day workshop is designed to equip participants with essential skills and strategies to handle customer complaints and challenging interactions effectively. Customer complaints and challenging situations are inevitable in any business or service environment, and how they are managed can significantly impact customer satisfaction and loyalty.

In this training, you will explore techniques for active listening, empathy, and de-escalation to handle complaints with professionalism and empathy. Through interactive role-plays and case studies, you will practice effective communication and conflict resolution methods to turn challenging customers into satisfied ones.

By the end of this program, you will be empowered to confidently manage complaints, maintain composure during challenging interactions, and transform dissatisfied customers into loyal advocates.

Whether you work in customer service, sales, or any customer-facing role, this program will provide you with the tools and skills to excel in customer complaint resolution and handle challenging customer situations with poise and professionalism.

Who should attend?

This program is suitable for customer service representatives, front-line staff, sales professionals, managers, and anyone who interacts with customers and manages complaints. Whether you are a customer service newcomer or an experienced professional seeking to enhance your complaint management skills, this training will benefit you if you aim to handle complaints and challenging customers with confidence and professionalism.

Context

During this course, you will practice effective communication and conflict resolution methods to turn challenging customers into satisfied ones.

How certification is earned

Upon successful completion of this course, you will be awarded a certificate of attendance from Expleo Academy.

Prerequisites & pre-reading guidelines

There are no specific prerequisites for this course.

Course Objectives

On completion of this training, attendees will be able to:

- Understand the Importance of Effective Complaint Management:
 - Recognise the impact of effective complaint management on customer satisfaction and retention.
 - Appreciate the opportunity to turn complaints into positive customer experiences.
- Develop Active Listening and Empathy Skills:
 - Apply active listening techniques to understand customers' concerns and emotions.
 - Demonstrate empathy and show customers that their feedback is valued.
- Handle Complaints with Professionalism and Patience:
 - Respond to complaints with composure and professionalism.
 - Use conflict resolution strategies to manage challenging customer interactions.
- Implement Effective De-Escalation Techniques:
 - Recognise and de-escalate tense situations with upset or angry customers.
 - Use positive language and solutions to diffuse challenging interactions.
- Turn Dissatisfied Customers into Loyal Advocates:
 - Identify opportunities to exceed customer expectations during complaint resolution.
 - Transform dissatisfied customers into loyal brand advocates through exceptional service.
- Build a Customer-Centric Complaint Management Approach:
 - Develop a customer-centric approach to complaint management within the organisation.
 - Implement strategies to prevent recurring complaints and improve customer experience.

Related courses

Attendees may also be subsequently interested in

- Persuading & Influencing Skills

Course Outline

Introduction to Managing Complaints & Challenging Customers

- Understanding the significance of effective complaint management in customer service
- Recognising the potential impact of turning challenging interactions into positive experiences

Developing Active Listening and Empathy Skills

- Applying active listening techniques to understand customers' concerns and emotions
- Demonstrating empathy to show customers that their feedback is valued

Handling Complaints with Professionalism and Patience

- Responding to complaints with composure and professionalism
- Using conflict resolution strategies to manage challenging customer interactions

Implementing Effective De-Escalation Techniques

- Recognising and de-escalating tense situations with upset or angry customers
- Using positive language and solutions to diffuse challenging interactions

Turning Dissatisfied Customers into Loyal Advocates

- Identifying opportunities to exceed customer expectations during complaint resolution
- Transforming dissatisfied customers into loyal brand advocates through exceptional service

Building a Customer-Centric Complaint Management Approach

- Developing a customer-centric approach to complaint management within the organisation
- Implementing strategies to prevent recurring complaints and improve customer experience

Join us for an engaging and transformative learning experience that will enable you to build stronger customer relationships and enhance your organisation's reputation for exceptional customer service.

Training Methodology

This training program adopts an interactive and experiential approach. Participants will engage in role-plays, case studies, group discussions, and skill-building exercises to practice and apply complaint management techniques.

Facilitators with expertise in customer service and conflict resolution will provide personalised feedback and guidance to support participants in developing effective customer communication skills. The training will foster a supportive and constructive learning environment, enabling participants to learn from real-life scenarios and peer experiences.

Contact

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