### **Chapter 1: Introduction**

Session 1: Introduction
Session 2: The Lion's Den

### **Chapter 2: Customer Service**

Session 1: What is Customer Service
Session 2: Who is Our Customer

Session 3: What Does the Customer Want

Session 4: Are We Capable of Great Customer Service

### Chapter 3: Why a Customer Does NOT Visit Our Service Department

Session 1: Price/Value
Session 2: Quality of Work
Session 3: Convenience

Session 4: Relationship/Treatment

Session 5: Why a Customer Would Visit an Independent

### **Chapter 4: The Customer Breakdown**

Session 1: Ages 18-34 Session 2: Ages 34-55

Session 3: Ages 55 and Older

Session 4: What the Customer Expects

## **Chapter 5: The 4 Common Traits about People**

Session 1: They Love to Talk

Session 2: They Love to Talk about Themselves Session 3: They Love to Be Acknowledged

Session 4: They Love Compliments
Session 5: Is There a Story about That

# Chapter 6: Customer Service

Session 1: The Definition of Customer Service

Session 2: The 9 Customer Skills We All Need - Overview

Session 3: Patience Session 4: Attentiveness

Session 5: Clear Communication Skills
Session 6: Knowledge of Product or Service

Session 7: Acting Skills

Session 8: Ability to Read Customers Session 9: A Calming Presence

Session 10: Persuasive Skills Session 11: Willingness to Learn

### **Chapter 7: Customer Support**

Session 1: The Definition of Customer Support
Session 2: 8 Rules of Customer Support – Overview

Session 3: Always Answer the Phone

Session 4: Don't Make Promises You Cannot Keep

Session 5: Listen to Your Customers

Session 6: Deal Promptly with Complaints

Session 7: Be Helpful – Even if There is NO Reward Session 8: Always Be Kind, Courteous and Helpful

Session 9: Go the Extra Mile

Session 10: Catch Your Customer Pleasantly Off Guard

### **Chapter 8: The Female Customer**

Session 1: 65% of Your Service Customers

Session 2: 80% of all Purchases Session 3: 70% Felt Uncomfortable

Session 4: Service Departments Not Designed for the Female

Session 5: Women Have Higher Expectations Session 6: Women are Emotional Buyers

Session 7: Women are Logical Decision Makers

Session 8: Women Tend to Fill Out the Customer Surveys

Session 9: Women are Opinionated

Session 10: The 7 Do's When Dealing with Women

## **Chapter 9: The Service Meet & Greet**

Session 1: State Your Name

Session 2: The 7 Meet & Greet No-No's

Session 3: The 10' Rule

# Chapter 10: Body Language

Session 1: The Definition of Body Language Session 2: Non-Verbal Communication

Session 3: First Impressions

Session 4: The Attributes That Display Our Body Language

Session 5: The 6 Universal Facial Expressions
Session 6: Body Language Signs - Eyes
Session 7: Body Language Signs - Mouth
Session 8: Body Language Signs - Head
Session 9: Body Language Signs - Arms

Session 10: Body Language Signs - Hand Shake
Session 11: Body Language Signs - Legs & Feet
Session 12: Body Language Signs - Seating



### Chapter 11: The Appointment Process

Session 1: 66% of Advisors DO NOT ASK for an Appointment

Session 2: 58% of Customers are NO SHOWS

Session 3: What Upsets a Customer When They Call the Service Department

#### Chapter 12: Listening

Session 1: What is an Active Listener
Session 2: Pay Attention to the Caller
Session 3: Show That You are Listening
Session 4: Respond Appropriately
Session 5: Provide Feedback
Session 6: Defer Judgment

#### Chapter 13: Words & Phrases

Session 1: Negative Words & Phrases

Session 2: Exceptional Inbound Call Presence
Session 3: The Power of Positive Words

### **Chapter 14: Empathy**

Session 1: The Definition of Empathy
Session 2: When to Show Empathy

Session 3: What Makes a Person Defensive

Session 4: How to Show Empathy

## **Chapter 15: Attribution**

Session 1: The Definition of Attribute
Session 2: The Attribution Theory

Session 3: The 2 Types of Attribution Theory
Session 4: The Attribution Theory – Excuses
Session 5: The Attribution Theory – Perceptions

## **Chapter 16: Customer Complaints**

Session 1: The Most Common Customer Complaint

Session 2: Service Advisor Communication to Avoid Complaints

Session 3: Is a Customer Complaint Good or Bad

Session 4: Service Complaint Statistics

Session 5: The 6 Rules for Dealing with Customer Complaints

Session 6: The 2 NO-NO's of Customer Complaints Session 7: How to Deal with an Angry Customer

Session 8: Never Never Never



### **Chapter 17: Effective Selling Methods**

Session 1: Why Customers Fear Being Sold Something They Do Not Need

Session 2: Our Typical Selling Mode of Communication

Session 3: The 5 Senses

Session 4: The Strongest Sense

Session 5: The 3 Ways to Maximize the Sales Process

Session 6: The 4 Buying Factors

## **Chapter 18: Final Thoughts**

Session 1: Problem vs. Concern
Session 2: The Customer States

Session 3: Mechanical & Emotional Needs
Session 4: You Must Adapt to the Customer

Session 5: Time of Completion Session 6: Always Take Notes

Session 7: Promise Less - Deliver More