

Individual Development Plan - Customer Service

Long Term Goals

Customer service manager

Short Term Goals

Improve customer service skills.

Goal	Objective	Resources Required	Measurement	Target date
Improve customer service skills.	Work with customer service managers to get continuous performance feedback and improve.	Coaching and performance feedback from customer service managers.	Feedback from shift managers	Q2
	Retake the service culture training provided to new employees.	Training	Successful completion of training.	Q2
	Attend personal resilience training to learn how to deal with stresses and problems while remaining calm and professional.	Training	Successful completion of training.	Q2
	Work with a senior customer service representative as a mentor to learn from them and improve customer service skills.	Mentor	Feedback from mentor	Q2

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