

## Section V – Telesales Training

Most sale agents lose opportunity by having poor telephone manners and communication skills. INVATERRA's comprehensive telephone skills training course will serve as a solid foundation for call centre sales agents and ensure they handle themselves professionally and confidently to make the most of every opportunity.

The course is an amalgam of the following:

- Effectively Handling Inbound Sales Calls
- Outbound Sales Calls

### Inbound Sales Program

This module will teach sales people the following skills and competencies:

- **Opening the Call**  
Sales agents will interactively teach the required manner for answering calls and ensure that the caller remains confident and that their concerns will be handled in a professional and caring manner.
- **Appropriate Enquiring**  
Without gathering appropriate information, errors in understanding can occur. This session will equip salespeople with the following skills: questioning; open and closed probes, and the understanding of when they are most apt to progress a conversation.
- **Active Listening**  
Even over a telephone line it quickly becomes apparent when a salesperson is paying 'lip-service' to the interaction, rather than actively listening. Telesales people will be shown how to maintain full awareness of the gist of a conversation. Genuine Listening skills will allow the sales trainees to remain in control of the call.
- **Handling Objections**  
When a salesperson demonstrates a feature, talks about a benefit or uses a sales closing technique, their customer may well respond in the negative sense, giving excuses or otherwise responding negatively. The response to this is to handle these objections. There are several methods for handling objections, the most suitable method of which is determined by the nature of your business, the type of customer you are speaking to, and the stage of the sales process.

# Sample Call Center Training Manual

**Lauren Gardner**



## **Sample Call Center Training Manual:**

*Training Manual* United States. War Dept,1925      **The Call Center Handbook** Keith Dawson,2003-11-20 Need to know how to buy a phone switch for your call center How to measure the productivity of agents How to choose from two cities that both want your center No problem The Call Center Handbook is a complete guide to starting running and im      *United States Army Training Manual* United States. Adjutant-General's Office,1925      *Federal Procurement and Contracting Training Manual for Minority Entrepreneurs* United States. Office of Minority Business Enterprise,1975      **United States**

**Army Training Manual** U.S. Adjutant-general's office,1925      **The Complete Book of Resumes** Karen Schaffer,2005-11-01 Crafting the perfect resume is the first step for job seekers And these days employers have tons of different filters to weed out candidates and narrow their hiring pool The Complete Book of Resumes is packed full of information on crafting a resumes and the kind of structure and language that will get an employer s immediate attention as well as tons of samples for readers to use as a guideline for success The Complete Book of Resumes includes information on How to begin if you re starting from scratch The profile or the most important part of your resume Work experience or What have I been doing all these years Punching it up how to make a good resume great The career transition resume chapter for brave souls You re just starting out Big leaps positioning yourself for jobs above your current level Including more than 300 resumes The Complete Book of Resumes is perfect for recent graduates or seasoned candidates with years of experience

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Mann, Ofelia C. De Hodgins, Richard L. Hulbert, Christopher J. Lacke, 2011-09-20 This hands on book presents a complete understanding of Six Sigma and Lean Six Sigma through data analysis and statistical concepts In today s business world Six Sigma or Lean Six Sigma is a crucial tool utilized by companies to improve customer satisfaction increase profitability and enhance productivity Practitioner s Guide to Statistics and Lean Six Sigma for Process Improvements provides a balanced approach to quantitative and qualitative statistics using Six Sigma and Lean Six Sigma methodologies Emphasizing applications and the implementation of data analyses as they relate to this strategy for business management this book introduces readers to the concepts and techniques for solving problems and improving managerial processes using Six Sigma and Lean Six Sigma Written by knowledgeable professionals working in the field today the book offers thorough coverage of the statistical topics related to effective Six Sigma and Lean Six Sigma practices including Discrete random variables and continuous random variables Sampling distributions Estimation and hypothesis tests Chi square tests Analysis of variance Linear and multiple regression Measurement analysis Survey methods and sampling techniques The authors provide numerous opportunities for readers to test their understanding of the presented material as the real data sets which are incorporated into the treatment of each topic can be easily worked with using Microsoft Office Excel Minitab MindPro or Oracle s Crystal Ball software packages Examples of successful complete Six Sigma and Lean Six Sigma projects are supplied in many chapters along with extensive exercises that range in level of complexity The book is accompanied by an extensive FTP site that features manuals for working with the discussed software packages along with additional exercises and data sets In addition numerous screenshots and figures guide readers through the functional and visual methods of learning Six Sigma and Lean Six Sigma Practitioner s Guide to Statistics and Lean Six Sigma for Process Improvements is an excellent book for courses on Six Sigma and statistical quality control at the upper undergraduate and graduate levels It is also a valuable reference for professionals in the fields of engineering business physics management and finance [The Green Six Sigma Handbook](#) Ron Basu, 2022-09-08 This book is a hands on single source reference of tools techniques and processes integrating both Lean and Six Sigma This comprehensive handbook provides up to date guidance on how to use these tools and processes in different settings such as start up companies and stalled projects as well as establish enterprises where the ongoing drive is to improve processes profitability and long term growth It contains the hard Six Sigma approach as well as the flexible approach of FIT SIGMA which is adaptable to manufacturing and service industries and also public sector organisations You will also discover how climate change initiatives can be accelerated to sustainable outcomes by the holistic

approach of Green Six Sigma The book is about what we can do now with leadership training and teamwork in every sphere of our businesses Lean originally developed by Toyota is a set of processes and tools aimed at minimising wastes Six Sigma provides a set of data driven techniques to minimise defects and improve processes Integrating these two approaches provides a comprehensive and proven approach that can transform an organisation To make change happen we need both digital tools and analog approaches We know that there has been a continuous push to generate newer approaches to operational excellence such as Total Quality Management Six Sigma Lean Sigma Lean Six Sigma and FIT SIGMA It is vital that we harness all our tools and resources to regenerate the economy after the Covid 19 pandemic and make climate change initiatives successful for the survival of our planet Six Sigma and its hybrids e g Lean Six Sigma should also play a significant part Over the last three decades operational performance levels of both public sector and private sector organisations improved significantly and Lean Six Sigma has also acted as a powerful change agent We urgently need an updated version of these tools and approaches The Green Six Sigma Handbook not only applies appropriate Lean and Six Sigma tools and approaches fitness for the purpose but it aims at sustainable changes This goal of sustainability is a stable bridge between Lean Six Sigma and climate change initiatives Hence when the tools and approaches of Lean Six Sigma are focused and adapted primarily to climate change demands we get Green Six Sigma

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