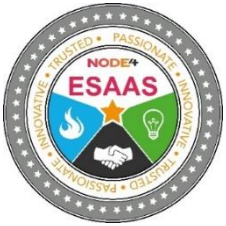




# ESaaS Essentials: Exceptional Service Programme

**One Day Accredited Course**

**Rating: ★★★★★ 4.9/5**



THE CPD STANDARDS OFFICE  
CPD PROVIDER: 22585  
2023-2025  
[www.cpdstandards.com](http://www.cpdstandards.com)

## Introduction

Asking people to 'go the extra mile' leaves too much to interpretation – one person's 'extra mile' is another person's 'average'.

Hamilton Mercer's Service Methodologies™ help organisations develop a service-focused culture, establish service standards and improve communications.

## Learning Objectives

Upon completing this course learners will be able to:

- Consistently deliver an exceptional standard of service to colleagues and clients.
- Handle awkward / embarrassing situations seamlessly to uphold the organisation's reputation and protect the client experience.
- Become a more believable, persuasive, and influential communicator.
- Improve internal communications / working relationships between colleagues.
- Structure difficult conversations to keep them relevant and timely.

## Audience

People of all experience levels and seniority that interact with clients / suppliers and colleagues / contractors) across all communications channels; face to face, telephone and written.

## Return on Investment

Performance outcomes include:

- Satisfied and loyal clients
- Greater behavioural consistency, productivity and efficiency.
- Happier teams enjoying improved internal communications and relationships.
- Increased self-awareness, confidence, positivity and professionalism.
- Calm, objective approach to solving problems and improving performance.



# Course Content

## **Module 1: Service Philosophy: Responsibilities & Reputation Management**

### **Learning Outcomes**

- Deliver an informative, empathetic and professional service.
- Act as an ambassador for your organisation.
- Handle awkward / embarrassing situations seamlessly.

### **Service Methodologies**

- Challenging the 'Big Three' Service Clichés
- Establishing a Common Service Language
- Service Principles™
- Creating a Seamless Client Experience

## **Module 2: Service Standards: Approach & Mindset**

### **Learning Outcomes**

- Demonstrate the approach and mindset required to consistently deliver exceptional service.
- Identify the desired outcomes and hidden needs of clients to deliver tailored solutions.
- Improve internal communications and working relationships with colleagues.

### **Service Methodologies**

- Service Quality Framework™

## **Module 3: Effective Communication: Verbal & Non-verbal Skills**

### **Learning Outcomes**

- Increase self-awareness, confidence and professionalism.
- Become a more believable, persuasive and influential communicator.
- Consistently communicate a responsive (can-do) approach.

### **Service Methodologies**

- Believability' of Communication
- Body Language & Voice Factors
- Using Positive and Persuasive Language

## **Module 4: Delivering Bad News: Structure, Credibility & Confidence**

### **Learning Outcomes**

- Develop the confidence to deliver bad news across all communication channels.
- Increase the consistency and timeliness / efficiency of investigations.
- Reduce the likelihood of being challenged when delivering bad news.

### **Service Methodologies**

- Credibly Delivering Bad News™

## **How to Book**

Visit – <https://hamiltonmercer.co.uk/node4academy/>

(Places are Limited)

## **Location, Dates & Timings**

### **Node4 Derby Office**

Millennium Way, Derby DE24 8HZ

Thursday 4<sup>th</sup> April 2024: 9.15am – 4.30pm

Wednesday 19<sup>th</sup> June 2024: 9.15am – 4.30pm

Tuesday 20<sup>th</sup> August 2024: 9.15am – 4.30pm

Thursday 3<sup>rd</sup> October 2024: 9.15am – 4.30pm

Wednesday 18<sup>th</sup> December 2024: 9.15am – 4.30pm



**HAMILTONMERCER**



This course is part of the **ESaAS Professional Development Academy** provided by **Hamilton Mercer**