COURSE SYLLABUS

Effective Communication with Customers Course (Self-Paced)

Develop superior customer service by learning the basics of effective communication to successfully interact with internal and external customers. Become adept at recognizing and anticipating the needs of others; being flexible when handling requests and complaints; and spotting and responding to important verbal and nonverbal messages.

> Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/effective-communication-with-customers-online



support@graduateschool.edu •
(888) 744-4723

Course Outline

Module 1: Your Role in Customer Service

- Define the role of communication in customer service excellence
- Understand internal vs. external customers
- Recognize the impact of your attitude and actions on organizational image
- Build trust through professional and courteous behavior

Module 2: The Basics of Effective Communication and Its Benefits

- Apply the 3 Cs of communication: Courteous, Clear, Complete
- Understand nonverbal and verbal communication and their impact
- Recognize open vs. closed communication behaviors
- Overcome communication barriers

Module 3: Listening Techniques

- Distinguish between hearing and effective listening
- Practice active, passive, and telephone listening skills
- Apply listening strategies in customer service scenarios
- Use empathy and paraphrasing to improve customer outcomes

Module 4: Analyzing Communication Styles

- Identify your own communication style using a self-assessment
- Understand the four communication styles: Energizer, Systemizer, Associator, Innovator
- Adapt communication strategies based on style and context

Module 5: External and Internal Customer Expectations

- Differentiate between internal and external customer needs
- Use empathy and open communication to meet expectations
- Align your communication style to customer preferences

Module 6: Communicating with Customers Successfully

- Apply SMART techniques (Specific, Measurable, Achievable, Relevant, Time-bound)
- Build rapport and focus conversations for resolution
- Manage angry customers and ensure satisfaction
- Use Karl Albrecht's 10 customer service behaviors

Module 7: Personal and Professional Development

- Use communication to support growth and service excellence
- Build self-confidence and reduce stress in customer interactions
- Identify and practice assertive communication
- Recognize and adjust aggressive, passive, and passive-aggressive behaviors

Module 8: Summary

- Review key learning and reflect on professional application
- Create a personal plan for ongoing improvement in communication and service