
Overview

This Standard is part of the Customer Service Theme of Delivery. This Theme covers Customer Service behaviours and processes that have most effect on the customer experience during Customer Service delivery. Remember that customers include everyone you provide a service to. They may be external to your organisation or they may be internal customers.

Building and developing effective customer relations is a vital aspect of customer service. Strong customer relations will help your organisation to identify and understand your customers' expectations, encourage a way of working that is based on partnership and mutual trust, and establish and maintain customer loyalty. This Standard is about establishing and maintaining effective customer relations. For some organisations this means encouraging loyalty and repeat business from large numbers of customers. For others it is all about nurturing and relating to a smaller number of valued customers who make an important strategic contribution to your organisation's success. This Standard is for you only if you are in a position to influence the way your organisation determines the level of service offered to different customers.

CFACSB15 - SQA Unit Code HA8W 04

Build and maintain effective customer relations

Performance criteria

Establish effective customer relations

You must be able to:

- P1 identify the types of customers with whom you should build longer term customer relations and promote loyalty
- P2 communicate with these customers so that they know they are important to your organisation
- P3 explain your role, the purpose of making contact and the mutual benefits of building a longer term relationship with customers
- P4 make it clear that you welcome two-way communication about customer expectations

Maintain and develop effective customer relations

You must be able to:

- P5 keep customers informed and accept criticism from customers openly and constructively
- P6 regularly assess whether customer expectations are being consistently met
- P7 use your influence and authority in your own organisation to ensure that customer needs and expectations are being met and, where possible, exceeded
- P8 collect feedback from customers and staff to ensure that solutions are being provided that result in customer satisfaction
- P9 analyse customer relations and propose changes that will develop longer term loyalty to people with authority in your organisation

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Knowledge and understanding

You need to know and understand:

- K1 how to identify and prioritise types of customers with whom you should be building a longer term relationship
- K2 the most appropriate method of establishing relationships with customers targeted for longer term relationships
- K3 the importance of effective communication skills when dealing with customers
- K4 how to explore and agree with customers the mutual benefits of maintaining and developing a longer term relationship
- K5 how to communicate with customers, especially when they are dissatisfied with services or products
- K6 how to negotiate with customers in a way that balances their expectations with the expectations of your organisation
- K7 the types of compromises that would be acceptable to your organisation when meeting customer expectations
- K8 how to use your influence and authority in your organisation to meet or exceed customer expectations
- K9 methods of monitoring customer satisfaction appropriate to your level of authority in the organisation
- K10 the part played by internet contact and social media and the potential this offers for building and maintaining effective customer relations

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Developed by	Skills CFA
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Version number	2
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Date approved	January 2013
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Indicative review date	January 2016
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Validity	Current
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Status	Original
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Originating organisation	Skills CFA
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Original URN	CFACSB15
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Relevant occupations	Customer Service Occupations
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Suite	Customer Service (2013)
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Key words	customer relationships; building relationships; loyalty; influence; customer service; communication; problem solving; behaviours; work with others; teamwork; giving information; receiving information services; products
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