

## Section V – Telesales Training

Most sales 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 Training Manual For Call Center Operations

**LM Reder**

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Lucas-Mas,2024-03-20 Revenue Administration Handbook provides a comprehensive overview of the structure and management of tax and customs administrations covering topics such as tax policy design considerations that impact tax administration institutional setup and strategic planning analytical capacities and maturity models core business processes and tax sanctions It also presents pioneering work in the field of digital transformation and how to build data science capabilities including a roadmap for policy makers and tax officials on how to incorporate and manage disruptive technologies such as machine learning into building modern revenue administrations while taking into account their respective maturity levels This practical manual provides examples from real life World Bank projects so that policy makers tax officials information technology experts and information and communication technology providers can better understand the needs of revenue administrations to design and implement the most appropriate technology solutions This reference work is intended to serve as a tool to facilitate the progress and modernization of tax and customs administrations worldwide and

to reach not only tax experts and policy makers but also other government officials businesses and academic communities as well as the larger public since all are relevant stakeholders with an active role in day to day revenue administration operations This is a very timely and useful reference for tax practitioners and stakeholders coming at a time when tax administrators continue to grapple with the challenge of how to accelerate the modernization of technology systems to remain effective in a rapidly advancing and technologydriven business environment MOSES WASIKE Senior financial management specialist World Bank This is an impressive piece of work that pulls together many different strains on tax administration JEFFREY OWENS Director Global Tax Policy Center Vienna University Applying several technologies discussed in this handbook in an innovative manner will definitely help leapfrog countries to pursue a digital transformation agenda especially in the areas of efficiency productivity and citizen satisfaction

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