

SERVICE ADVISOR TRAINING

Processes

- Appointment Process - The Set Up
- Service Drive Process - Getting Them In
- Greeter Process - It's About the Experience/Relationship
- Walkaround - Where the Opportunity Is At
- Write-Up Process - The Nuts and Bolts
- Dispatching to Your Team - Getting it Done
- Selling Service - What They Need & Why We're Here
- Paperwork Flow - The Job's Not Finished Until the Paperwork's Done
- Active Delivery - What We Did With Their Time and Money
- Follow-Up - Put a Bow on it

The Why - Six Things You Need To Do To Be Successful And Why

- The Service Drive & Greeter Processes
- The Walkaround
- Communication, Trust, The Right Service At The Right Time For Every Customer
- Dispatching/Workflow
- Active Delivery
- Follow-up

W.I.F.M.? (What's in it for Me?)

- A Great Service Drive & Greeter Process Will Make You Money
- The Walkaround (Always Be Connecting)
- Efficient Dispatching Conveys Caring
- Service Sales You're Not a Car Salesman
- Active Delivery Communicates Professionalism
- Follow-Up Never Be Forgotten

The Numbers

- The Sales System
- MPI and its Importance
- Menu
- Menu's Effect on ELR
- Gross Profit
- Game Board, Winners Circle, Competition
- Incentives, Verification, & Audit Trail
- Technician Dice Rolls & MPI Process
- Technician Efficiency and Production
- Winner's Circle

Parts Department

- Roles and What To Expect
- MPI & Speed Of Presentation
- Menu Intervals & Consistency
- Selling Fast Moving Items Boosts Gross Profit



Service Advisor Training Manual Volkswagen

Chao Zhang



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