

Joe O'Malia's Instructions on Handling Complaints: 1975

"To err is human. To fix it superbly is DIVINE!" Pg. 191 - SATISFACTION

- 1. Don't ever give the job to someone who's name's not O'Malia
- 2. Don't ever give the job to someone who can't handle the problem.
- 3. YOU do it as long as possible (through October '06!)
- 4. Goal-2 Compliments to 1 complaint (ended up 3-1!)
- 5. RETURN ALL CALLS UNBELIEVABLY FAST!!
- 6. DO'T TAKE IT PERSONALLY!! (not about you—about them!)
- 7. LISTEN! Let them vent.
- 8. Ask questions as needed.
- 9. EMPATHIZE!
- 10. FOLLOW UP! ALL THE WAY!
- 11. Above all, look at each complaint as an OPPORTUNITY to make lemonade out of lemons! It'll make them an even BETTER customer (maybe an ADVOCATE).