

## **Safety Message of the Day for IMEA Members**



## **How to Deal with Angry Customers Safety Message**

- 1. Remain calm.
- 2. Practice active listening.
- 3. Repeat back what your customers say.
- 4. Thank them for bringing the issue to your attention.
- 5. Explain the steps you'll take to solve the problem.
- 6. Set a time to follow up with them, if needed.
- 7. Be sincere.
- 8. Highlight the case's priority.

## **LAURA Technique:**

Listen – Listen to what the other person is saying to you.

Ask – Ask questions to clarify what was said to you.

Understand – Be sure you understand what was said, take a few minutes to absorb if needed.

Respond – Respond appropriately to the other person.

Ask – Ask more questions to ensure you responded appropriately. If you did not, repeat the process.