

Virtual Contact Center Agent or Supervisor Remote Training

Virtual Instructor-Led Training

Agents or Supervisors will attend a remote, instructor-led training session and product demonstration of how to use Virtual Contact Center.

The instructor will demonstrate:

- **Agent session:** How to manage customer interactions in contact center channels (voice, email, chat)
- **Supervisor session:** How to manage agents and queues, and how to generate historical reports

The customer will receive an electronic copy of class handouts and reference materials.

Virtual sessions can accommodate 40 participants per session, a maximum of four sessions per day can be scheduled, and a single session will focus on either Agent tasks or Supervisor tasks (not both).

Performance Objectives

An 8x8 Academy instructor will demonstrate:

Agent tasks, including how to:

- Log in and navigate Agent Console
- Set and view Agent and Queue status
- Accept and manage interactions (Phone, Chat, Email)
- Utilize Local CRM

Supervisor tasks, including how to:

- View traffic and manage contact center queues
- Assign agents to queues and monitor agent calls
- Generate historical reports
- View Customer Experience and Post Call Survey

Engagement Process

To arrange a remote, instructor-led training session, please contact Training@8x8.com at least two weeks before the desired training date. Dates are subject to availability.

Prerequisite

None

Target Audience

Virtual Contact Center Agent or Supervisor

Course Length

1 - 1.5 hours

Topics

- Agent Console
- How to manage customer interactions within Voice, Email and Chat channels
- How to manage Queues and Agents (Supervisor role)
- How to generate Historical Reports (Supervisor role)

Training Units

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Certification

Information about 8x8 Certification is available on the 8x8 Academy website: <https://www.8x8.com/8x8-academy>