

HDO-300

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HDI Help Desk Manager

Version 3.0

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QUESTION NO: 1

An upcoming production rollout could heavily impact normal off-shifts. You decide to move schedules to cover the upcoming increase in calls. After the staff expresses their concerns about having to work the new shifts with little warning, you still decide to implement your off-schedule shift change.

Which leadership trait does this show?

- A. the ability to encourage team participation
- B. the ability to discourage one-person domination
- C. the ability to execute a plan despite adverse conditions
- D. the ability to identify unpopular decisions as still necessary

Answer: D

QUESTION NO: 2

Who is ultimately responsible for an employee's success or failure?

- A. the employee
- B. the employee's mentor
- C. the employee's manager
- D. the employee's team leader

Answer: A

QUESTION NO: 3

What are three benefits of mentoring programs? (Choose three)

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- A. They help team members improve
- B. They help retain personnel with optimal skills.
- C. They allow team members potential growth opportunities.
- D. They help team members develop strategic vision statements.

Answer: A, B, C

QUESTION NO: 4

Your support organization has 20 frontline analysts. The Call Management System produces performance reports that show the amount of time each analyst is on the phone, performing wrap-up work, and not available. Reports also show the number of calls taken and the average talk-time per agent. Based on these reports, what should the manager do to improve the support organization's performance?

- A. publish trend reports for the group as a whole
- B. publish a list of agents ranked by who has the most talk time.
- C. Recognize and reward the individual who handles the most calls
- D. Recognize and reward the individual who has the least "not available" time

Answer: A

QUESTION NO: 5

A customer could not get through to a support representative when calling the Help Desk in the morning. He had to call back later.

Which metric captures this situation?

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- A. Time in Queue
- B. Abandonment Rate
- C. Average Speed of Answer
- D. First Call Resolution Rate

Answer: B

QUESTION NO: 6

What should be addressed in a support center's marketing plan?

- A. the support center's budget requirements
- B. the support center's staffing requirements
- C. the support center's implementation timelines
- D. the support center's role in the corporate vision

Answer: D

QUESTION NO: 7

Organizational development needs are determined by which three methods? (Choose three)

- A. project analysis
- B. position profiling
- C. skill gap analysis
- D. individual assessment

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Answer: B, C, D

QUESTION NO: 8

Which three technologies enable Help Desks to achieve their performance goals? (Choose three)

- A. Automatic Call Distributor
- B. Interactive Voice Response
- C. Intra-monthly Monitoring System
- D. Extra-diem Reporting Application
- E. Customer Relationship Management

Answer: A, B, E

QUESTION NO: 9

Which statement about contract staffing is true?

- A. Contract employees can only be let go by their company.
- B. Contract employees receive more benefits than full-time employees
- C. Contract employees may hinder teamwork if they do not work closely with full-time employees
- D. Contract employees are allowed to work hours that are not specifically defined by their company.

Answer: C

QUESTION NO: 10

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What are three ways to maintain a balanced and positive outlook when adapting to new situations, priorities, or demands? (Choose three)

- A. concentrate on common goals during times of disagreement
- B. develop interests outside of work to provide a stress-free zone
- C. identify trends in service, and then develop resources to meet those trends
- D. create a personal network of advisors with whom you can share problems and concerns.

Answer: A, B, D

QUESTION NO: 11

Your Help Desk is 24x7 and covers support for many areas throughout the country. An upcoming snow storm is expected to cause power outage.

What helps you prepare for the upcoming days?

- A. call answer plans
- B. contingency plans
- C. UPS usage reports
- D. Gap analysis reports

Answer: B

QUESTION NO: 12

Which three metric calculations impact customer satisfaction? (Choose three)

- A. Average Talk Time

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- B. Abandonment Rate
- C. First Call Resolution Rate
- D. Averaged Speed of Answer
- E. Average After Call Work Time

Answer: B, C, D

QUESTION NO: 13

Which practice is important in improving the supportive atmosphere found in an open and positive work environment?

- A. use of visual status boards
- B. empowerment from management
- C. access to computer telephony technologies
- D. specific statement of performance expectations

Answer: B

QUESTION NO: 14

Which two service parameters are normally addressed in a Service Level Agreement?

(Choose two)

- A. call flows
- B. training material
- C. products supported

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D. days and hours of service

Answer: C, D

QUESTION NO: 15

Service Level Agreements document the level of service provided as well as the level at which that service is provided by which two parties?

- A. customer
- B. stake holder
- C. service provider
- D. Help Desk manager
- E. Service-level managers

Answer: A, C

QUESTION NO: 16

You want to be prepared for a potential decrease in workforce scheduling based on a decrease in customer service requests. What are the three most likely reasons for a reduction in call volume? (Choose three)

- A. Customers are better trained
- B. Customers are more experienced
- C. Business functions are outsourced
- D. System are more stable and mature.
- E. Overall business/workforce is reduced.

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Answer: A, B, D

QUESTION NO: 17

What are three functions of an effective support organization in managing unresolved support issues? (Choose three)

- A. recording unresolved issues
- B. resolving customer issues
- C. escalating unresolved issues
- D. monitoring unresolved issues
- E. communicating the status of issues

Answer: C, D, E

QUESTION NO: 18

You are supporting someone from a different culture. How can you improve your communication? (Choose three)

- A. speak slowly and loudly
- B. pause to verify understanding
- C. encourage the person to ask for clarification
- D. use proper/standard language expressions (eliminate slang)

Answer: B, C, D

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QUESTION NO: 19

Which traits should a Help Desk manager look for an analyst to determine if the analyst can effectively multitask?

- A. handles stress and prioritize
- B. takes the initiative and is creative
- C. takes chances and switches topics
- D. changes perspectives often and is self sufficient

Answer: A

QUESTION NO: 20

How can you pursue continuous learning to stay current with industry standards? (Choose two)

- A. create an individual development plan
- B. conduct monthly performance reviews
- C. volunteer for projects that require you to learn new information
- D. communicate a need for change by providing a compelling business rationale

Answer: A, C

QUESTION NO: 21

External outsourcing by a third party is the preferred method of support in which situation?