HD0-300

HDI
Help Desk Manager

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QUESTION 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 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 3:

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

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 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 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?

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

Answer: B

QUESTION 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 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

Answer: B,C,D

QUESTION 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 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 10:

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 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 12:

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

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

Answer: B,C,D

QUESTION 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 14:

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

A. call flows
B. training material
C. products supported
D. days and hours of service

Answer: C,D

QUESTION 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