

**Delivering World-Class
Service to Your Constituents**
Lessons From the Mouse

**Presented for the
Texas Association of Counties**

**by
Dennis Snow**

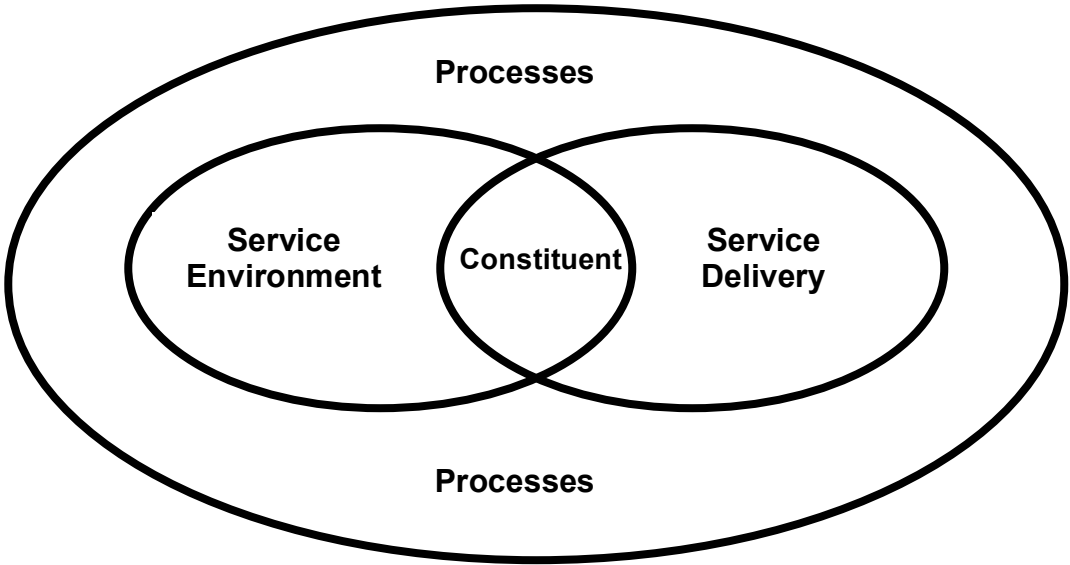
Snow & Associates, Inc.
Phone: 407.294.1855
Email: dennis@snowassociates.com
Website: www.snowassociates.com

The Experience

Many (most) organizations overcomplicate any initiative they undertake. Because of this over complication, these organizations tend to freeze and never finish what they start. Employees and management become frustrated by the never-ending flow of new initiatives that come and go. This is where the “flavor of the month” reputation begins to haunt any new initiative. **The key is to keep it simple!**

“Simplicity is the ultimate sophistication”
Leonardo da Vinci

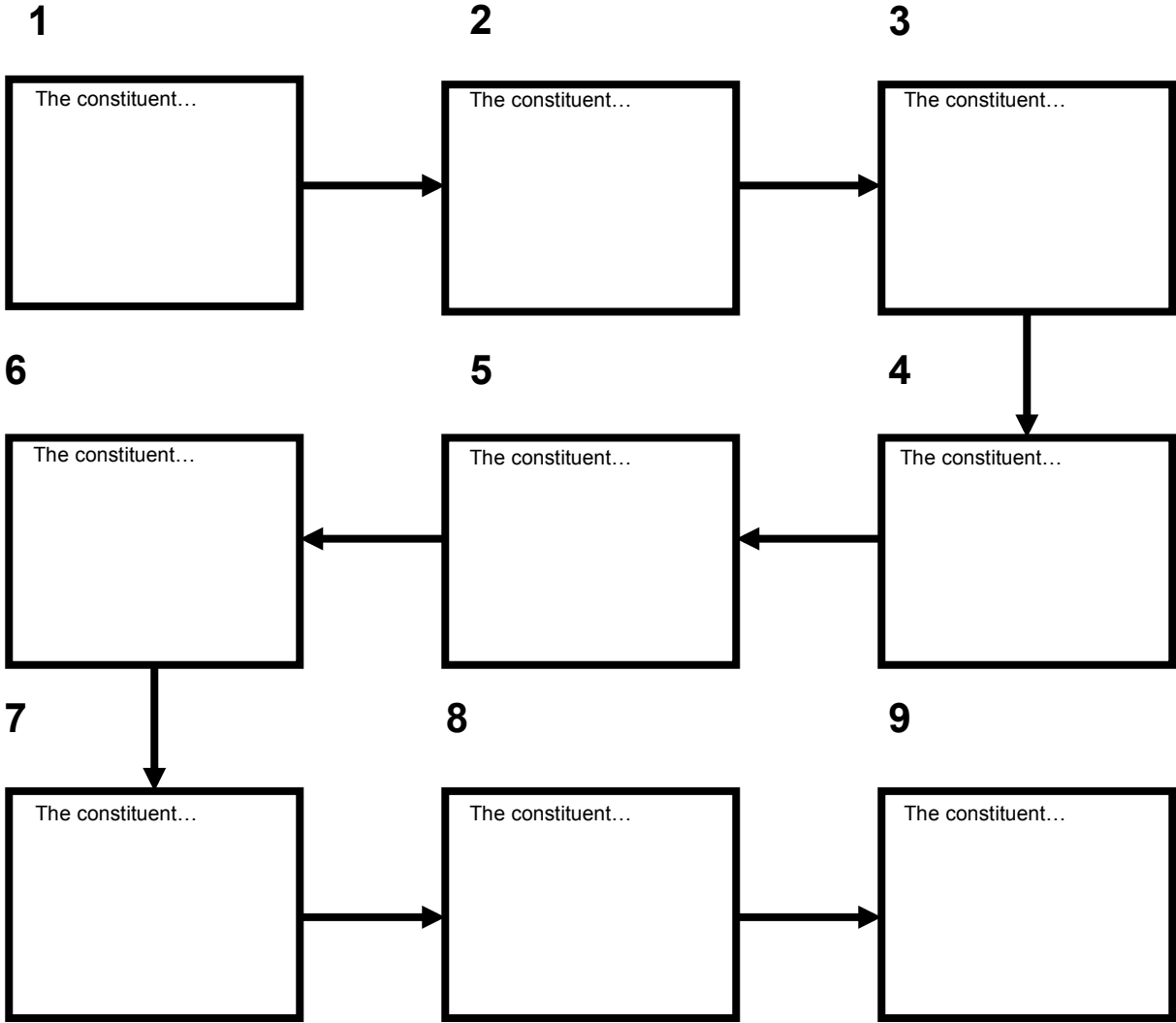
The following service model is simple and straightforward. It is easily communicated to everyone in the organization and can provide a foundation or anchor for a service improvement effort.



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Service Map

Process Analyzed: _____



Step 1: List process steps in each block.

Step 2: Which blocks present immediate areas of opportunity? (List in Step 3)

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Step 3: For each block identified in step 2, describe what would be considered *mediocre* service and what would be considered *excellent* service.

Block Number	Mediocre Service	Excellent Service

Step 4: Choose one or two processes to work towards improving constituent service and determine improvement strategies.

Everything Speaks

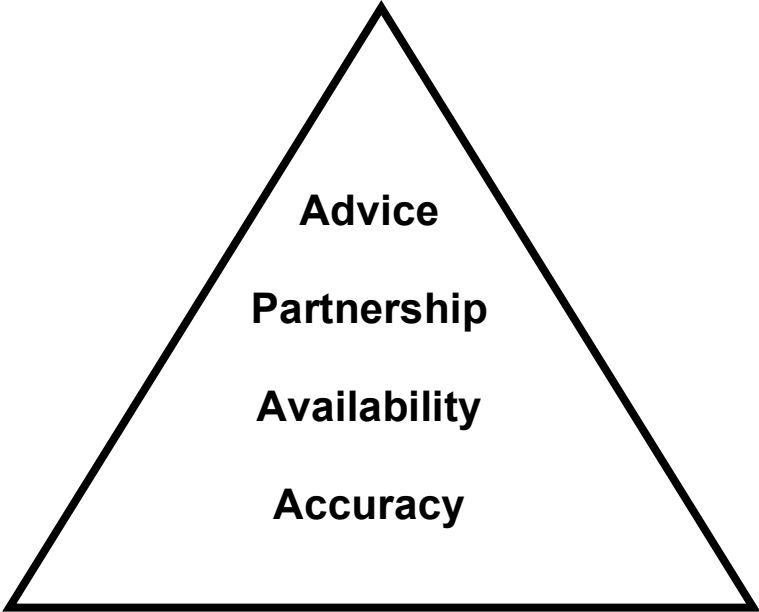
Every detail of the service experience is saying something about your operation. Everything the constituent sees, hears, smells, tastes, or touches impacts the experience. Anything that is out of alignment causes a disconnect in the mind of the constituent. **Everything Speaks!** They may not consciously notice every detail, but subconsciously clues to your culture are being communicated. What is your service environment saying about your organization?



Be sure to include physical and “attitudinal” elements.

Everything Speaks Distracter	Everything Speaks Commitment

Customer (Constituent) Expectations



Adapted from Gallup Research

	Service Behaviors
Accuracy	
Availability	
Partnership	
Advice	

Service Improvement Meeting

1. Put employees at ease by holding the meeting in a distraction-free environment. Silence phones, etc.
2. State the purpose of the discussion: To identify obstacles that are in the way of creating an exceptional constituent experience.
3. Re-emphasize that continuous improvement is not directed at blaming people, but at improving processes.
4. Establish a cooperative environment at the meeting, following the rules for successful brainstorming.
5. Decide on a constituent process on which to focus.
 - Ask, “What operational barriers impede our ability to provide an exceptional experience *every* time with this process?”
 - Set allotted time for brainstorming.
 - Record all obstacles on flipchart or worksheet.
 - Encourage all participation, not permitting critical comments.
6. After discussion, select one or two obstacles that are a major source of constituent complaints or frustration.
7. Generate as many potential solutions to the obstacle as possible. Often, the solution will be generated on the spot. The key is to keep an open mind and build on ideas. While not every solution presented will be feasible, it’s important to respect the contribution.
8. For those solutions that will require time and study to implement, discuss and agree on who will be responsible to work on a solution and others who need to be involved. The more involvement from the team, the greater the resulting buy-in.
9. Set a date to report back on status of obstacle and solution.

Delivering World-Class Service to Your Constituents

Introducing *Dennis Snow Virtual Training*

Train your team to be responsive, knowledgeable, and to truly care about the constituent experience – every time.

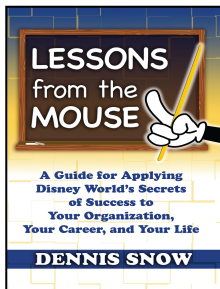
Based on Dennis' 20-year career with Walt Disney World, along with many years of consulting with organizations around the world, Dennis Snow Virtual Training brings you Lessons From the Mouse in a format that can be accessed by your team 24/7, anywhere, and on a variety of different devices. This highly interactive virtual training program shows you and your organization *exactly* how to deliver an experience that results in intense constituent loyalty. And the system's built in testing, measuring, and tracking capabilities allow leaders to monitor the progress of employees.



Dennis Snow Virtual Training will teach your organization how to:

- See your operation through the eyes of your constituents.
- Perform with an *experience* mindset, not a *task* mindset.
- Ensure that your organization's "backstage" environment never impacts the "onstage" constituent experience.
- Create consistent constituent wows.
- Make personal accountability a part of the organization's culture.

Available at www.snowassociates.com or call 407-294-1855



Lessons From the Mouse *A Guide for Applying Disney World's Secrets of Success to Your Organization, Your Career, and Your Life*

What can a mouse teach you? When that mouse has been delighting and entertaining hundreds of millions of people for decades, it turns out there is plenty to learn! Dennis Snow's book, ***Lessons From the Mouse***, provides ten no-nonsense, practical principles that anyone, anywhere can apply.

The mouse is very candid here – no Disney pixie dust blinds the reader. Backstage snafus, onstage errors, and occasional chaos emerge in all their drama, humor, or irony. At its heart, ***Lessons From the Mouse*** presents ten lessons that guide readers in applying excellence in their own organizations, careers, and lives. The ten lessons include:

- Never Let Backstage Come Onstage
- What Time is the 3:00 Parade? Is Not a Stupid Question
- Little Wows Add Up
- Have Fun With the Job – No Matter How Miserable You Feel
- Don't Be a Constituent Service Robot
- Pay Attention to the Details – Everything Speaks
- Never, Ever Say, "That's Not My Job"
- Everyone Has a Constituent
- Figure Out What Ticks Off Your Constituents – And Do Something About It
- Take Responsibility for Your Own Career

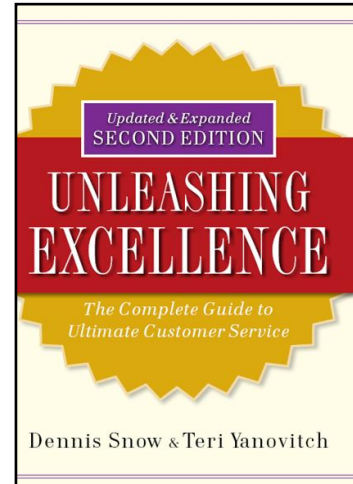
Available at online bookstores or www.snowassociates.com

Delivering World-Class Service to Your Constituents

Unleashing Excellence ***The Complete Guide to Ultimate Constituent Service*** By Dennis Snow and Teri Yanovitch

Originally published in 2003, this quintessential how-to book has now been expanded and extensively updated to include the latest tools, best practices, and invaluable lessons learned from companies that have actually applied the authors' comprehensive system for building a first-rate constituent service culture from the ground up!

Filled with vital information, this second edition of *Unleashing Excellence* literally walks you through every aspect of the nine leadership actions required to compete in a global marketplace where products and services are becoming increasingly commoditized and the Internet provides dissatisfied constituents with a powerful forum.



Nothing is left out of **Unleashing Excellence: *The Complete Guide to Ultimate Constituent Service***. If you've been searching for a blueprint for building a constituent service program, you'll find it here. The book's chapters include:

- The "DNA" of Service Excellence
- Creating a Service Improvement Team
- Developing Your Service "Non-negotiables"
- Communicating the Service Strategy to Your Team
- Service Training and Education
- Interviewing For Service Excellence
- Developing Effective Service Measurements
- Recognition and Reward Systems
- Implementing a Service Obstacle System
- Building a Culture of Accountability

Available at online bookstores or www.snowassociates.com