



**CATAPULT**

# BSBSLS408

Present secure and support sales solutions

## Table of Contents (Extract)

**NOTE:** This is a sample only. This cover page is not included in Catapult Smallprint's printed books.

This Table of Contents extract is taken from Catapult Smallprint's full hardcopy Trainer/Assessor Guide for the unit BSBSLS408.

For more information, including using our enhanced online version of this unit in Catapult LMS, or to purchase the Learner or Trainer printed books, please see this unit on our website by clicking this link:

<https://catapultlearning.com.au/product/BSBSLS408/>

# Trainer/assessor guide

**BSBSLS408**

## Present, secure and support sales solutions

### Welcome to this unit of study

This unit describes the skills and knowledge required to present sales solutions that respond to specific buying needs of a client, and to use sales processes associated with securing prospect commitment to proceed with a sale.

It also includes attending to post-sales activities that build and strengthen the partnership between a salesperson and client, and enhance the likelihood of future sales.

It applies to individuals working in sales-related positions in a small, medium or large enterprise, in a wide variety of industries, who may provide sales solutions individually, or provide advice and support on aspects of sales solutions to support a sales team.

It may be undertaken as:

- » part of a formal qualification nationally recognised through the Australian Qualifications Framework (AQF)
- » a stand alone unit
- » part of a formal skill set

# Contents

|  |    |
|--|----|
| About this trainer/assessor guide .....                | 4  |
| Learning resource.....                                 | 5  |
| Topic 1: Prepare for sales presentation .....          | 5  |
| Obtain and organise products, ideas and services ..... | 5  |
| Review product information.....                        | 8  |
| Sales tactics and options.....                         | 12 |
| Sales solutions.....                                   | 16 |
| Check your understanding .....                         | 21 |
| Topic 2: Present sales solution .....                  | 23 |
| Body language.....                                     | 23 |
| Listening and questioning .....                        | 27 |
| Matching presentations to buyer needs.....             | 32 |
| Persuasive communication techniques .....              | 35 |
| Product features and benefits .....                    | 36 |
| Sales aids .....                                       | 41 |
| Check your understanding .....                         | 43 |
| Topic 3: Respond to buyer signals .....                | 45 |
| Buying signals.....                                    | 45 |
| Buyer resistance .....                                 | 48 |
| Managing buyer resistance .....                        | 50 |
| Trial closes .....                                     | 56 |
| Check your understanding .....                         | 59 |
| Topic 4: Negotiate and finalise sale .....             | 61 |
| Formal close .....                                     | 61 |
| Conditions of agreement .....                          | 67 |
| Financing arrangements .....                           | 68 |
| Sales documentation.....                               | 71 |
| Cross-selling opportunities.....                       | 74 |
| Check your understanding .....                         | 79 |
| Topic 5: Support post-sale activities .....            | 81 |
| Post-sale contact.....                                 | 81 |
| Technical support .....                                | 83 |
| Feedback.....  | 87 |
| Problem solving .....                                  | 89 |
| Loyalty strategies .....                               | 91 |
| Additional sales solutions .....                       | 93 |
| Check your understanding .....                         | 97 |
| References.....  | 99 |

|  |            |
|--|------------|
| <b>Assessment workbook .....</b>                   | <b>101</b> |
| Unit information .....                             | 103        |
| What is competency-based assessment?.....          | 104        |
| How will my competency be assessed?.....           | 105        |
| Assessment agreement .....                         | 106        |
| Foundation skills checklist.....                   | 107        |
| <b>Skills recognition.....</b>                     | <b>108</b> |
| Topic 1: Prepare for sales presentation .....      | 109        |
| Topic 2: Present sales solution .....              | 110        |
| Topic 3: Respond to buyer signals .....            | 111        |
| Topic 4: Negotiate and finalise sale .....         | 112        |
| Topic 5: Support post-sale activities .....        | 113        |
| <b>Knowledge questions .....</b>                   | <b>114</b> |
| Topic 1: Prepare for sales presentation .....      | 115        |
| Topic 2: Present sales solution .....              | 121        |
| Topic 3: Respond to buyer signals .....            | 127        |
| Topic 4: Negotiate and finalise sale .....         | 132        |
| Topic 5: Support post-sale activities .....        | 138        |
| Topic 6: Specific knowledge evidence.....          | 144        |
| <b>Performance tasks.....</b>                      | <b>145</b> |
| Third party evidence collection agreement .....    | 146        |
| Topic 1: Prepare for sales presentation .....      | 147        |
| Topic 2: Present sales solution .....              | 152        |
| Topic 3: Respond to buyer signals .....            | 157        |
| Topic 4: Negotiate and finalise sale .....         | 160        |
| Topic 5: Support post-sale activities .....        | 164        |
| <b>Completion record.....</b>                      | <b>168</b> |
| <b>Unit mapping and assessment checklist .....</b> | <b>169</b> |
| <b>Trainer/ assessor user instructions.....</b>    | <b>172</b> |

# About this trainer/assessor guide

## Learning resource

The learning resource is divided into the following topics:

- » Prepare for sales presentation
- » Present sales solution
- » Respond to buyer signals
- » Negotiate and finalise sale
- » Support post-sale activities

Each topic provides information to help you gain the skills and knowledge required to perform the work tasks to which they refer. Read the information and practise the skills described. You should also take the opportunity to undertake additional independent research. Your trainer/assessor may also provide supplementary information including interpretation of the contents of this resource.

At the end of each topic is:

- » a set of true or false questions
- » a set of multiple choice questions

These questions provide an opportunity to check your understanding and progress. They are self-marking and do not form part of the assessment for the unit.

## Assessment workbook

To have this unit recognised as a formal qualification you need to have your skills and knowledge assessed. The assessment workbook provides:

- » information on competency-based assessment
- » instructions on how you will be assessed
- » assessment tools to assess your competence
- » instructions on how to complete the assessment tasks within each assessment tool

To be assessed as competent you need to provide evidence that you have the skills and knowledge to undertake the requirements of this unit. This assessment of competency is made by a qualified trainer/assessor from a registered training organisation. You must complete all the assessments as directed by your trainer/assessor to the required standard. It is not necessary to work through the guide in the order in which it is written. However this is at the discretion of your trainer/assessor.

## Disclaimer

Information contained in this resource is drawn from sources believed to be reliable. The firm, its employees, agents and contractors do not warrant the correctness of the sources used and accept no responsibility to any person for any errors or omissions or for any loss or damage howsoever caused from the use of this resource.