

Facilitator Guide

Sales

Thanks for joining us for this month's timetolearn. Here's what's coming up:

04 | Start of the season (40 mins)

Why this season is a game changer for Sky Sports, and how to confidently communicate that excitement and benefits to our customers.

12 | Sky Community forum **(20 mins)**

Build awareness and understanding of the Sky Community – what it is, who's involved, and how it can support both customers and your team.

17 | Customer pillar (60 mins)

Bring the Customer Pillars to life in real, practical ways — helping your team create more meaningful, effective conversations with customers.















Play a video

Tell your team

Team discussion

Non-voice teams only

Site instruction

Online resource

Look for

Help with your session:



Microsoft Teams: Teams connects you and your team together to collaborate, carry out tasks, share ideas, and make plans. You can learn more about how Teams can help you deliver a great timetolearn session in these videos:

Creating breakout rooms
Using whiteboards
Using the meeting chat
Recording a meeting



Facilitation: If you'd like to improve your sessions by developing your facilitation skills - whether you're looking for beginner hints and tips or advanced facilitation techniques - reach out Faye Smith, our TTL Learning Specialist, who'll be happy to guide you in the right direction.

Facilitator guide news: If you're delivering this session to a non-voice team, look out for a new chat/messaging icon in the guide:



This icon highlights content specifically designed for non-voice teams. They include tailored facilitation tips and activity variations to make the session more relevant and practical for written customer interactions.

Session note

Facilitator notes:

How it'll work

In this session, a Play presenter and a virtual facilitator will guide you through your timetolearn session, while you'll act as the cofacilitator in the room. Here's how it'll work:

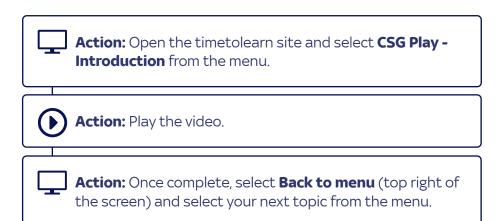
- Start the session: Begin by selecting the CSG Play Introduction and play the first video. The Play presenter will introduce the session, they'll then hand over to a virtual facilitator who'll tell you what's coming up, set the tone, and introduce your first content section
- **Follow their lead:** Your virtual facilitator will guide you and the team through parts of the session, letting you know when it's time for you to step in and take over. Simply follow what they say and the instructions in this session guide
- **Play:** Throughout the session, there are Play video segments. This guide will indicate when to play each one
- Get ready to engage: Keep the session interactive, encourage participation, and create a positive environment for learning and discussion.



Note: We're here to support you. Feel free to reach out to Faye Smith, TTL Learning Specialist, or connect with your local Learning Specialist on-site if you need additional support in embedding this learning.

Let's get started.

CSG Play - Introduction



Start of the season (40mins)

Facilitator notes:

Facilitator note

Purpose

This session is all about understanding why this season is a game changer for Sky Sports, and how to confidently communicate that excitement and benefits to our customers. We'll also explore why football means so much to our customers, share practical sales tips to overcome challenges, and build confidence in having great Sky Sports conversations.

What we'll cover

• Kick off: Start of the season

 A message for Phil Roser, Head of Marketing, sharing what makes this season different, and a group discussion to explore the key messages

Football - More than just a game

 We'll hear teammates across CSG about why football matters to them and our customers, and how we can connect with that passion – even we're not fans ourselves

Raising our game

 This section reframes how we think about selling Sky Sports. Through open discussion, we'll explore confidence levels, common challenges, and new ways to approach sales conversations – plus share real-world hints and tips for success

• Know the score - what's the benefit?

 A fast-paced quiz to test knowledge of key Sky Sports messages, and practice linking them to real customer benefits in your conversations

• Personal reflection

 Each team member reflects on their own learning and identifies one actionable step to apply to their role

Activity guides

This session includes three interactive activities:

- Kick-off: Start of the Season
- Raising our game
- Know the score what's the benefit?

Each activity comes with a detailed guide to help you facilitate and engage the team effectively throughout the session. Make sure you review each activity guide in advance to ensure a smooth and impactful session.



Tailor the session to your team. Adapt the activities and discussions to reflect your team's business area and how your team engages with customers — whether that's face-to-face, over the phone, or through messaging and chat.

Remember: If you're delivering this session to a non-voice team, look out for the chat/messaging icon in this guide. This icon highlights tailored facilitation tips and activity variations designed to make the content more relevant and practical for written customer interactions.

Kick off: Start of the season (5 mins)



Action: Show the Kick off: Start of the season section on screen.



Action: Take the team through the information.



Action: Play the video.



Action: Move through the discussion prompts and explore the team's thoughts.

Activity guide

Here's some information to help you run the activity:

Objective

Get the team engaged and excited about the new season, while setting the tone for confident Sky Sports conversations.

Instructions

Face-to-face:

- Ask for a show of hands: "Who's already buzzing for the new season?"
- Shout out: "In one word, how did the video make you feel?"

Teams:

- Use the raise-hand function to ask: "Who's already buzzing for the new season?"
- Run a quick poll or use the chat: "In one word, how did the video make you feel?"



Section Ask: If you had to reflect the energy and excitement of the season in short-form messages, how would you do it?

What kind of language, emojis, or tone might really resonate with fans in chat or written conversations? Facilitator notes:

We've got some exciting new ways to talk about Sky Sports this season, but why is football so important to our customers? We'll explore that more in the next section.

Action: Once complete, move on to the next section.

Football – more than just a game (10 mins)

Action: Show the Football – more than just a game section on screen.

In this section, we'll explore the powerful emotional connection people have with football by hearing real stories from our CSG teammates. We'll then take time to reflect on how we can tap into that passion to



Action: Take the team through the information.

create more relatable, meaningful conversations with customers – even if we're not football fans ourselves.



Action: Play the video.



Action: Invite the team to share their own football stories or connections.



Ask:

Use the following prompts to guide the conversation:

- Why do you think football creates such strong emotional connections for customers?
- Can you relate to the passion football fans feel, even if you're not a fan yourself?
- How can understanding a customer's love for football help you in a conversation?
- How might you use football as a way to build rapport with a customer?
- How can we support each other in learning more about football to better connect with fans?

Facilitator notes:



How can you show empathy and shared excitement in a message, especially when you can't hear the customers tone?

Ask the team to write a short, friendly message that taps into a customer's passion for football.

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Action: Once complete, move on to the next section.

Raising our game (15 mins)



Action: Show the Raising our game section on screen.

Activity guide

Objective

We know we're selling Sky Sports, but we can do more. This section is about reframing how your team thinks about selling sports, building confidence, identifying and overcoming challenges, and sharing tips to improve together.

Set-up

Run this as a large group discussion or split the team into smaller groups for more active participation. If splitting, mix confident and less confident sellers to encourage peer-to-peer learning.

Instructions

- **Face-to-face:** Ask the team to rate their confidence selling Sky Sports from 1 to 5 (1 = not very confident, 5 = very confident)
- Teams (virtual): Have participants post their number in the chat

Discussion prompts

Use the following prompts to guide the conversation:

- What did you score yourself and why?
- What challenges do you face when selling Sky Sports?
- What can you do to overcome these challenges?
- If you're not confident selling sports, what stops you?
- If you're confident selling sports, what's stopping you from selling more?
- How can the team support each other to grow our Sky Sports sales?

Instructions

- Discuss the team's responses and develop ideas on how to increase confidence across the team and drive more Sky Sports sales.
- Finish the activity by showing the Raising our game: top tips section and discuss if there's any they can adapt and use in their conversations.

Facilitator notes:

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Encourage the team to share specific challenges they face in written conversations - like tone, speed, or character limits. What's harder to do in writing (vs phone or face to face)? How do you overcome that?

Team tip swap

Ask confident advisors to share one phrase or tactic they use when promoting Sky Sports. Which 'top tips' could be adapted for written conversations?



Action:

- Capture the team's key takeaways from the activity and actionable steps they can take to improve sport sales and confidence
- Use these insights for follow-up discussions and ongoing team support

Action: Once complete, move on to the next section.

Know the score - what's the benefit? (20 mins)



Action: Show the Know the score - what's the benefit? section on screen.

Activity guide

Objective

To build understanding of what the new Premier League rights mean for Sky Sports customers, and how to link key facts to real customer benefits in conversations.

Set-up

Divide into smaller groups for active participation.

Instructions

- Introduce the quiz and explain the scoring
 - Correct answer = 1 point
 - Clear customer benefit shared = 1 point
 - Strong real-life example = 1 point
 - Fun team name/energy shown = 1 point
- Share each question one at a time (on screen for in-person groups or digitally for online sessions)
- Participant responses:
 - Face-to-face: Ask for hands up or shout-out answers
 - **Teams:** Ask participants to post their answers in the chat

Page 8

Continued on the next page...

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Facilitator notes:

• After each question:

- Reveal the correct answer
- Use the discussion prompts to explore how the fact becomes a benefit
- Repeat the above until all questions are completed

Quiz answers

Q1 (answer): Sky Sports will show **215 Premier League games** this season

Benefits:

- More matches, more moments. You won't miss the big games, the drama, or the title race twists
- Better value for fans. With this many games, you're getting more football for your money
- Something for everyone. Whether you're into top six clashes or relegation battles, there's always something to watch

Q2 (answer): Sky VIP Sports Hub is exclusive to Sky Sports customers.

Benefits:

- **Fan offers.** Get exclusive discounts on memberships to your favourite teams, media subscriptions, and fan days out (such as stadium tour offers and more)
- **Kits and equipment.** Get discounts on kits and sporting equipment everything you need to support your team and play your favourite sport
- **Participation.** Helping fans take part in the sports they love with pitch hire offers and much more
- Tickets and prizes. Get closer to the action with access to exclusive sports tickets, for Premier League, EFL, Formula 1, England cricket and MCC Lords cricket plus experiences, and competitions

Q3 (answer): Sky Sports will show over **140 weekend games** this season.

Benefits:

- Your weekends sorted. Big games lined up every Saturday and Sunday means you've always got something to look forward to
- Perfect for social viewing. It's a great excuse to get friends or family together for match day
- Weekend plans made easy. Join millions of fans watching live football. And don't forget there's live games on Friday and Monday nights too

Continued on the next page...

Facilitator notes:

Q4 (answer): Sky Sports offers unparalleled access, showing **80% of all televised Premier League matches**.

Facilitator notes:

Benefits:

- The home of Premier League football. If you want the full picture, Sky Sports is where it's at
- One place, all the action. No need to juggle multiple subscriptions Sky Sports covers the majority.
- Confidence you're not missing out. The majority of key matches are right here

Q5 (answer): Every suspenseful moment, title-decider, and relegation battle will be covered live with all **10 final day matches** shown on Sky Sports.

Benefits:

- Every twist, live. Watch the title race, top four battle, and relegation fight unfold in real time
- **Total control.** A once a season event, choose the match you care about most or follow them all with live updates and coverage
- **Experience the full drama unfold.** Every goal, every twist, every celebration. all the action in one place

Wrap up

- Tot up team scores and celebrate the winners
- End the session by encouraging ideas and discussion about what they can do differently and how they can support each other

Action plan

- Discuss any actions or next steps the team plans to take
- Use these insights for follow-up discussions and ongoing team support



After each quiz question, ask the team to reframe the benefit as a short, engaging customer message.

Bonus round: Adapt a message challenge. Ask the team to write a message conversation to demonstrate value.

Action: Once complete, move on to the next section.

Final whistle: let's reflect (5 mins)

Facilitator notes:



During this session, you've come up with some great ideas and shared some really practical hints and tips we can try out. We're approaching the end of the session, let's take a moment to reflect on how we can put them into action.



Action: Show the **Final whistle: let's reflect** section on screen.



Action: Review the key points with the team and go through the **Your reflections** section.



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 Does anyone have any initial ideas they'd like to share?



Bring your reflections to your next 1-2-1, where we'll follow up on turning ideas into actions.

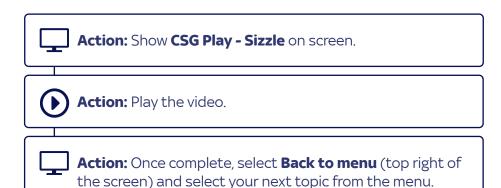


Action: Capture the team's thoughts, ideas, and examples for follow-up discussions and ongoing coaching and support.



Action: Once complete, select **Back to menu** (top right of the screen) and select your next topic from the menu.

CSG Play - Sizzle



Sky Community (20mins)

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Facilitator note

Purpose

This session is designed to build awareness and understanding of the Sky Community — what it is, who's involved, and how it can support both customers and your team. By the end of the session, your team will feel more confident talking about the Community and understand how it can be used as a valuable digital tool to enhance the customer experience.

What we'll cover

- What is the Sky Community: We'll start by testing our current knowledge and busting a few common myths using a confidencebased activity
- Sky Community research: We'll look at what the data tells us about how often customers mention the Community, and why we don't always respond to it
- Who are the Sky Community: We'll take a closer look at who
 contributes to the forum, from everyday users to Superusers and
 Sky Community Messaging advisors and explore how they all play
 a role in supporting our customers
- Why talk about the Sky Community: We'll discuss when and how to naturally introduce the Sky Community in conversations to enhance the customer experience and support First Time Resolution

Activity guides

This session includes an interactive activity: **What is the Sky Community?**

The activity comes with a detailed guide to help you facilitate and engage the team effectively. Make sure you review the activity guide in advance to ensure a smooth and impactful session.

Facilitator notes:

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Page 12

What is the Sky Community?

Action: Show the What is the Sky Community? section on screen.

Action: Take the team through the information



Ask:

What do you know about the Sky Community forum?

Facilitator notes:

- Have you ever used it yourself or spoken to a customer who has?
- Why might some customers prefer using the forum instead of reaching out directly?

Action: Show the True or False Confidence Meter game on screen.

Activity guide

Here's some information to help you run the activity:

Objective

Help the team explore what they already know about the Sky Community using a True or false Confidence Meter, challenging common myths and building knowledge.

Set-up

Run this as a whole group discussion.

Instructions

- Read out the statement
- Ask team members to rate their confidence using the 1 to 5 scale (1 = very unsure it's true, 5 = very confident it's true)
- Reveal the correct answer and share the supporting information
- Repeat for each question

Reflect and discuss

- What did you learn about the Sky Community forum?
- Did anything surprise you?

Encourage open discussion. Focus on busting myths and what the team have learned.

Continued on the next page...

Facilitation tips

- Keep the pace engaging. Encourage people to commit to an answer before revealing the correct answer and supporting information
- Prompt quieter team members by asking follow-up questions or inviting personal experience
- Emphasise how the Community supports First Time Resolution and empowers customers

Action: Once complete, move on to the next section.

Sky Community research



Action: Show the **Sky Community research** section on screen.



We wanted to understand what conversations are actually happening with customers about the Sky Community forum. So, we did a deep dive into call recordings, and here's what we found.



Action: Select and reveal each insight box one at a time.



Action: Talk the team through each insight box and what it tells us.



Ask:

- Do you currently talk about the Sky Community with your customers?
- Why do you think it often gets missed when customers mention it?



Look for:

- It's perceived as negative
- They don't know much about it
- Lack of confidence recommending it
- Some people think customers should only speak to staff (if anyone suggests the forum isn't "official," reassure them it's run and moderated by Sky advisors)

Facilitator notes:

Ask:

- What do customers say about the Sky Community?
- Have you had positive conversations about it?



Now let's find out who the Sky Community are and what they do to support our customers.



Action: Once complete, move on to the next section.

Who are the Sky Community?



Action: Show the **Who are the Sky Community?** section on screen.



One of the main reasons we don't always talk about the Sky Community is simply down to a lack of awareness. So, let's take a closer look at who's involved and what they do.



Action: Take the team through the information.



Action: Use the link provided on the final page to open the Sky Community forum.



Action: Ask the team to pick a couple of live discussion threads to look through them together.



Ask:

- How do you feel now that you know a bit more about the Sky Community?
- How might this change the way you talk about it with customers?

Action: Once complete, move on to the next section.

Facilitator notes:

Facilitator notes:

Action: Show the **Why talk about the Sky Community?** section on screen.



Action: Take the team through the information.



We've explored what the Sky Community is and who is involved, now let's talk about why it matters. It's more than just a forum, it's a powerful tool that helps customers get fast, reliable support, often without needing to speak to an advisor.



Ask: Facilitate a team discussion using the questions below:

- Which types of calls or chats are ideal for introducing the Sky Community forum?
- How could you naturally bring it up in a conversation?
- How could using the Sky Community help both you and your customers?

Action: Once complete, move on to the next section.

Let's reflect

Action: Show the **Let's reflect** section on screen.



Action: Review the key points with the team and go through the **Next steps** section.



Bring your reflections to your next 1-2-1, where we'll follow up on turning ideas into actions.



Action: Capture the team's thoughts, ideas, and examples for follow-up discussions and ongoing coaching and support.

Action: Once complete, select Back to menu and select your next topic from the menu.

Facilitator notes:

CSG Play - Let's meet Social Media

		Action: Show CSG Play - Let's meet Social Media on
		screen.
0	9	Action: Play the video.
Г	\neg	Action: Once complete select Back to menu and select

Customer Pillar (60 mins)

your next topic from the menu.

Facilitator note

Purpose

This session is designed to bring the Customer Pillars to life in real, practical ways — helping your team create more meaningful, effective conversations with customers.

What we'll cover

- **Our customer insights:** We investigate how satisfied customers were with their journey across voice and messaging
- Focus on value: Recognise that price and value aren't the same, and tailor conversations to highlight what truly matters to the customer
- **Show you care:** Step into the customer's shoes and respond with empathy and understanding
- Make it easy: Take full ownership of customer queries and resolve them clearly and efficiently, creating a smoother, hasslefree experience
- Bringing our Customer Pillars to life: We'll explore each of the three Customer Pillars and how we can apply them to real-world customer conversations

Each activity comes with a detailed guide to help you facilitate and engage the team effectively throughout the session. Make sure you review each activity guide in advance to ensure a smooth and impactful session.



Note: Tailor the session to your team. Adapt the activities and discussions to reflect your area and how your team engages with customers — whether that's over the phone, or through messaging/chat.

Page 17

timetolearn AUGUST

Customer Pillar: Introduction (2 mins) **Action:** Show the **Customer Pillar** section on screen. Action: Play the video. **Action:** Once complete, move on to the next section. Our customer insights (3 mins) **Action:** Show the **Our customer insights** section on screen. We've been investigating how satisfied our customers across various journeys. Customers on the change/ save/leave journey are the least satisfied – but we know there are opportunities to improve across all areas. Welcome leader note: While this data focuses on change/leave/stay, the insights also apply to unhappy customers in Welcome. Ask your team to think about how we can make sure new customers understand the value they're getting from day one, so they don't feel the need to call back and make changes. **Action:** Show the **What do customers want** and then What unites them? sections on screen. **Action:** Take the team through the information. Reinforce that all three groups want to feel valued, get fair value, and have a simple stress-free experience — no matter how they interact with us. **Action:** Show **The Customer Pillars** section on screen. Action: Take the team through the information and refresh their memory on our Customer Pillars.

Facilitator notes:

We're going to take a closer look at each of the three Customer Pillars and explore how we can bring them to life in our everyday conversations to improve our customers' journeys with us. Let's start with Focus on value. **Action:** Once complete, move on to the next section. Focus on value (15 mins) **Action:** Show the **Focus on value** section on screen. **Action:** Take the team through the information. We know from our data insights that when customers feel they're getting value from their package with us, they're more satisfied. But what does 'value' really mean to our customers? Ask: What's the difference between cost and value? Look for: Cost = the price paid Value = what you get for your money (features, benefits, service, experience) **Action:** Show the **Cost vs value** section on screen. **Action:** Take the team through the examples provided. **Ask:** Can anyone share an example where something felt like great value?

Facilitator notes:

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We also know from our data insights that customers who leave a conversation paying more (due to upgrades or changes) often feel more satisfied than those who cancel.



Ask: Why might customers who pay more feel more satisfied?



Look for:

- They understand what they're getting
- They feel like they're getting more for their money
- Their new package better meets their needs
- · It feels like an upgrade or improvement
- They're getting better use or more enjoyment from their services



Action: Show the **How do we add value?** section on screen.

Activity guide

Here's some information to help you run the activity:

Objective

Help the team consider how to add real value during conversations.

Set-up

Split the team into two groups.

Instructions

- Give one group Customer one and the other Customer two
- Give the groups 5 minutes to discuss
- Bring everyone back together and ask each group to share their thoughts

Facilitation tip

Encourage the team to consider the customer's individual needs, lifestyle, and what might matter most of them beyond price.



Now that we understand how customers think about value, let's look at how they want to feel during the conversation.



Action: Once complete, move on to the next section.

timetolearn AUGUST Page 20

Facilitator notes:

Show you care (15 mins)

Facilitator notes:

Action: Show the **Show you care** section on screen.



Action: Take the team through the insight slides. Key points to highlight:

- Many customers feel the advisor didn't try hard enough to keep them
- When customers feel like we understand them and tailor solutions to their needs, satisfaction and retention increase



Action: Show the **Team discussion** on screen.



Action: Take the team through the **Show you care** pillar.



Ask: What can we do during conversations to show we care and genuinely appreciate them choosing us?



Look for:

- Step into the customers shoes understand their perspective
- Actively listen and summarise what you've heard
- Ask clarifying questions to ensure you understand fully
- Build rapport and trust by showing you're acting in their best interests
- Use empathetic phrases like:
 - "I understand."
 - "I hear what you're saying."
 - "I get where you're coming from."



In the next section, we'll hear directly from a customer as they share their experience of interacting with us.



Action: Show the **Hearing it first-hand** section on screen.



Action: Play the video.

timetolearn AUGUST

Page 21

Ask:

- How do you think this customer is feeling?
- What could the advisor have done differently?
- How would you respond to make the customer feel heard, valued, and supported?
- What's one small thing you could try this week to show your customers that they matter, and we genuinely appreciate them choosing us?



Action: Encourage each team member to share one practical behaviour or phrase they'll try in the next conversation.



Action: Once complete, move on to the next section.

Make it easy (15 mins)



Action: Show the **Make it easy** section on screen.



We know from our insights that customers are much more satisfied when their journey feels easy. Let's explore what can make things difficult, and how we can remove those barriers.



Action: Take the team through the satisfaction information.



Ask: What do you think can make a customer journey feel difficult?



Non-voice teams: Adapt the answers so they're relevant to messaging/chat.



Look for:

- Having to contact us multiple times
- Being transferred between advisors
- Long conversations that feel repetitive
- Receiving incorrect or confusing information

Facilitator notes:

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Page 22

	We can break this down into three main causes of difficulty.
	Action: Show the What makes the journey difficult? section on screen.
U	Action: Take the team through the information.

Activity guide

Objective

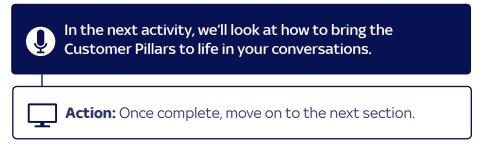
Help the team identify practical ways to make journeys feel simpler and smoother.

Set-up

Split the team into three groups.

Instructions

- Assign each group one cause of difficulty to focus on
- Ask them to discuss:
 - What actions could you take to make your customer's journey feel smoother, simpler, and more supported?
- Give the groups 5 minutes to capture their ideas
- Bring everyone back together and ask each group to share their thoughts
- Flip the cards on screen to compare and discuss





timetolearn AUGUST Page 23

Facilitator notes:

Activity guide

Facilitator notes:

Objective

To help the team turn the Customer Pillars into practical conversation techniques they can use with customers.

Set-up

Split the team into three groups.

Instructions

- Assign each group one of the Customer Pillars
- Ask them to discuss:
 - What will you say to reassure the customer that you're listening, you understand, and you're focused on getting it right for them?
- Give the groups 5 minutes to capture their thoughts and examples
- Bring everyone back together and ask each group to share their ideas
- Facilitate a discussion on how to start using these approaches in real customer conversations



Action: Once complete, move on to the next section.

Let's reflect.



During this session, you've come up with some great ideas and shared some really practical hints and tips we can try out. We're approaching the end of the session, let's take a moment to reflect on how we can put them into action.



Action: Show the Let's reflect section on screen.



Action: Review the key points with the team and go through the **Your reflections** section.

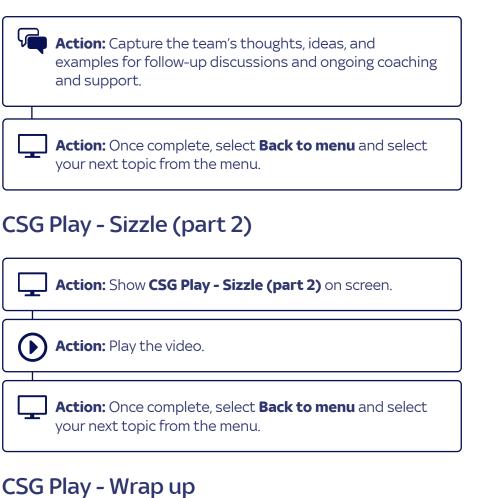


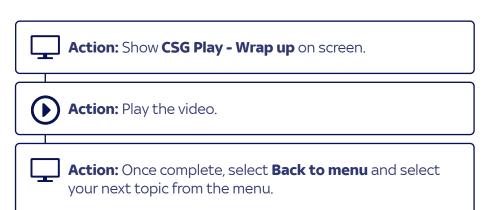
Ask:

 Does anyone have any initial ideas they'd like to share?



Bring your reflections to your next 1-2-1, where we'll follow up on turning ideas into actions.





Talk to us and Learning check



That's the end of today's session.

There are a couple of tasks for you to complete individually:

- 1. Share your feedback: Help shape future timetolearn sessions by completing this quick survey. Your feedback is invaluable and directly influences your future sessions.
- 2. Complete the learning check: The learning check must be completed by all team members.

Facilitator notes:

Action: Open the Talk to us section and show the timetolearn survey.

Action: Promote the survey to the team.

Action: Select Back to menu and then select Learning Check from the menu.

Note: Ask the team to complete the Learning check as soon as possible to reinforce key learnings from the session.

Action: Encourage your team to reach out you if they have any questions or feel unsure about any aspect of today's session. Supporting each other is key to building

confidence and applying what we've covered.

That's the end of the session. Thank you.

Facilitator notes: