# 工作计划表(8篇)

来源：网络 作者：落花成痕 更新时间：2024-06-23

*工作计划表一200\*年上半年的工作已经接近尾声，回顾半年来的工作情况，200\*年上半年是中国联通\*\*分公司平稳快速发展的半年，半年中，\*\*经营部在各级领导关心支持下，于3月份完成了部门调整，重新捋顺了工作关系。在市分公司的正确领导下，结合当...*

**工作计划表一**

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（一）齐抓共管，深入市场

移动通信市场—c网前期增长减缓，后期有所增长;g网稳定增长。以下是我经营部1—5月份各项任务的完成情况。

06年1—5月份任务完成情况

发展用户数

开帐用户数

开帐金额

与05年同期开帐相比

完成全年任务比例

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截止到5月份我经营部总开帐收入\*\*万元，完成全年任务数的\*\*%，与去年同期相比增长了\*\*万。

在我县代理市场稳步发展的情况下，我经营部紧密部署，以农村包围县城，更深的拓宽\*\*农村市常下半年在市公司的领导下我们将继续坚持以g、c两网为中心，数据业务齐头并进，充分发挥公司综合业务的优势，把移动、数据、互联网进行有效的结合，细分市场，因地制宜的开展工作，坚决完成我经营部的各项经营任务。

目前，从我经营部总体市场的运作来看，渠道的建设制约了公司业务的发展，市场占有率低，实际只占到了\*\*%，业务渗透率占\*\*%，同时对现有代理的服务与管理不够完善，有些地方建立起来就消失了，更谈不上管理，只是开发，没有起到真正的意义。

一、首先，建立好我们的组织，提高团队素质，加强管理，制定奖罚制度和激励方案。此项工作不分淡旺季节时时主抓。根据公司下达的年销任务，月销任务，进行每月、每周具体分解到每个区域和部门，并且在完成任务的基础上提高销售业绩。

二、代理商的管理和维护，针对现有代理商和正在开发的代理商进行有效的管理和关系维护，了解他的销售情况和实力，定期拜访和沟通建立良好的关系。根据公司\*\*年的销售目标，渠道网点普及还会大量增加，要求业务部门积极开展。

三、活动落实，对于公司推出的销售活动要严格执行业务推广和品牌宣传，根据市场情况和竞争对手的销售活动灵活策划一些销售促进活动，主攻其劣势同时对代理店员进行专业知识和促销技巧的培训。

四、公司发展存在问题解决方案

1、加大铺货与铺货量，保证货源充足，拉动市场，提升销量。

2、对活动内容作到环环相扣，责权分明，责任到人。

3、选好、选对作好活动的代理

4、强化前台服务，克服死板，防止客户流失。

5、重点考核区域加大开发力度，有效的发展用户，提升设备的使用率。

全体员工充分发挥团队精神，主抓销售，所有工作重心向提高销售倾斜，全面启动市场，全力完成销售任务。

（二）齐心协力，争创优质高效服务

随着\*\*经营部各项业务的不断发展，以及市场竞争日趋激烈，服务水平已经成为争夺客户一个重要条件。所以上半年，我们一直把提高服务水平摆在一个重要地位。

加强了客户回访维系工作，对重点客户做到每周回访，五星级客户每月回访1~3次，其余每月保持电话回访，有必要再上门回访，较好地完成了市分公司下发的回访数据。根据实际情况，我们在元宵节还为三星级以上用户发放了元宵及小礼品。通过回访工作增强了与客户的感情联络，及时宣传联通公司的各项新政策，了解客户的新需求，从而不断改进我们的服务工作。在平时的工作中耐心受理客户的查询与投诉，赢得客户的好评。我们在不断的改善服务中，树立了联通公司的新形象。作好离网用户挽留与维系：1、由前台营业人员对来办理退网业务的用户进挽留。2、对准离网用户进行及时的电话回访，根据实际情况对用户进行有针对性的挽留。3、对不能挽留的用户经用户同意，并出具证明后，对其卡号进行二次销售，降低离网率；1、普通用户维：1）定期对用户电话回访或短信拜访；2）节日祝福（短信）；2、高端用户、重点用户的维护通过平时的积累将高端用户、重点用户作为维护的重点1）做到每月电话回访或短信拜访一次（根据用户的要求），回访要有内容，有落实，最大可能的方便用户。2）话费监控。根据用户的需要，对用户进行缴费提醒。3）生日祝福、节日祝福（针对不同用户，要有实用的东西）。4）挖掘高端用户消费潜力，做好存量市场的二次及多次开发。5）亲情服务。（根据不同用户的需求，为用户提供帮助）6）定期的上门走访。四、活动：公司有新活动尤其是回馈用户的活动应短信告知用户，重点用户电话告知。

建立一支高素质的客服队伍是当前工作的重要保证，为此公司在全员范围内开展了技术大练兵活动。我们从“立足岗位、注重实效”出发，依照“干什么、练什么、缺什么、补什么”的要求，针对当前客服现状，明确客服经理的职责，明确分工，强化约束机制，突出考核力度，切实落实首问负责制，全面提高客服人员的素质与工作效率，切实做到“内强素质、外树形象”。结合结对子工作，做好星级制度考核，减少与市分客服口的差距。做好客户经营与维系，加大对客户服务的连续性及延续性以服务在我心征文及星级营业厅申报为契机强化员工整体服务意识，真正做到用心服务。

1、制定一套适合我经营部自身的内部管理制度，并严格执行。从自身做起，树立公司形象，抛弃过去一些懒散作风，做到责任明确，任务具体，还要协调好各部门之间的联系，加强每个员工的责任心，充份调动大家的积极性和创造性，使公司形成一个团结协做的集体。

2、在公司内部深入大练兵活动，真正的落实到位，严格按岗位大练兵计划实施。

3、加强公司文件的管理与归档工作，才能在需要的时候有数据可查、有记录可签、有依据可寻、有经验总结、有教训可龋

4、加强内控工作，目前我经营部对内控认识不够，内控流程没有具体到每个流程责任人，更没有认真组织学习过内控流程相关内容，这就使员工防范风险意识不强，对流程风险点，控制措施理解不够，因此，要全员加强内控流程及体系文件的学习，并落实到人，使之认识到内控的重要性。

总之，在全体员工的共同努力下，我经营部的各项工作一定会更加完善，业绩不断提高。在上级领导的领导和大力支持下，充分发挥主观能动性，尽最大努力完成各项任务指标，抓好内部管理工作，使\*\*年的各项业务发展迈向新的辉煌。

**工作计划表二**

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