

## Customer Service Call Center Training Manual Template

Social Marketing to the Business Customer  
Call Center Supervision  
The Celebrity Experience  
Call Center Training  
Call Centers For Dummies  
Call Center Leadership and Business Management Handbook and Study Guide  
Human Capital Analytics  
The Call Centre Training Handbook  
Customer Care/Call Center Training  
The Effortless Experience  
Comdex Call Center Training Course Kit (With Cd)  
Call Center Rocket Science  
Designing Training Programs  
The Fred Factor  
Customer Service Training  
How to Talk to Customers  
Wake Up Your Call Center  
Amaze Every Customer Every Time  
Sandler Enterprise Selling: Winning, Growing, and Retaining Major Accounts  
The Customer of the Future  
Handbook of Improving Performance in the Workplace, Instructional Design and Training Delivery  
Call Center Operation  
Effective Call Center Training  
Language and Accent Neutralization  
Assessment Training Program: Call Center Entry Examination  
Cases in Call Center Management  
The Kiss Theory  
The Big Book of Customer Service Training Games  
Customer Service and Call Centre 101  
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How To Be a Great Call Center Representative  
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50 Activities for Achieving Excellent Customer Service  
Hearings on National Defense Authorization Act for Fiscal Year 1996--H.R. 1530 and Oversight of Previously Authorized Programs Before the Committee on National Security, House of Representatives, One Hundred Fourth Congress, First Session  
Customer Service Tip of the Week  
Customer service : human capital management at selected public and private call centers : report to the Chairman, Subcommittee on Oversight, Committee on Ways and Means, House of Representatives  
Managing the Small Training Staff  
One More Time  
Call Center  
Call Center Management on Fast Forward

### Social Marketing to the Business Customer

This is the only book available today that provides a very readable, step-by-step guide for managing an incoming call center. The book combines theory with practical advice and is filled with over 100 charts and graphs, several case studies and an extensive glossary and index. Readers will learn how to: achieve service level with quality in an era of more transactions, growing complexity and heightened caller expectations; understand the "how" behind best practices; boost caller satisfaction; win top management's support; and discover what separates a good call center from a great one.

### Call Center Supervision

Learn how to develop performance measurement criteria for call center agents plus how to hire for attitude and train for skill by finding service-minded individuals who are able to learn an organization's products, services, and systems.

## **The Celebrity Experience**

Give your front-line call center staff the training they need! With *How to Be a Great Call Center Representative*, call-center staff will learn what technology-based customer service is all about, including the history, terminology, legislation, and technology options. This book is designed to supplement and enhance the industry-specific policies and procedures plus local, state, and federal guidelines to which a call center staff must adhere. Filled with exercises and self-assessments, the course presents specific, practical strategies for improving listening skills, building trust with customers, problem solving, and decision-making--all within the context of a busy call center. *How to Be a Great Call Center Representative* provides all the tools needed to be confident in handling customers and building a foundation for future growth and advancement. Readers will learn how to:

- Identify the roles and responsibilities of a call center staff
- Prepare yourself to deliver quality service
- Learn to communicate successfully
- Identify current legislation, terminology, and technology affecting call center staff
- Develop skills for building trust
- Enhance telephone verbal skills and vocal quality
- Build problem solving and decision-making skills
- Learn to handle difficult customer situations
- Improve your time-management and multitasking skills
- Identify ways to control your stress level
- Learn to recover from mistakes—yours and your customer's.

This is an ebook version of the AMA Self-Study course. If you want to take the course for credit you need to either purchase a hard copy of the course through [amaselfstudy.org](http://amaselfstudy.org) or purchase an online version of the course through [www.flexstudy.com](http://www.flexstudy.com).

## **Call Center Training**

Increase the creativity and skill level of customer service representatives, demonstrate what excellent customer service is, provide insights and practice to improve customer service, develop your own organization's bank of customer service learning situations.

## **Call Centers For Dummies**

In this textbook, you will learn how to communicate in the telecommunication industry and resolve issues. The lessons are tailored to help you provide excellent customer service and interpersonal relationship skills with individuals. It is very interactive and there are many practice exercises (Practercise) to use and learn from.

## **Call Center Leadership and Business Management Handbook and Study Guide**

## **Human Capital Analytics**

## **The Call Centre Training Handbook**

Phone skills are a highly valuable tool to have in an employee's skill-set, and Call Center Training will help provide those skills. This book will help you improve your phone skills which will make you more confident, improve sales, and help gain new customers while retaining your current clientele. Call Center Training will lower costs as it can reduce turnover. This will produce a positive environment throughout your company and help influence the organization. Evaluating metrics and coaching are also used to make sure you are reaching your potential, and to keep your skill-set at a high level.

## **Customer Care/Call Center Training**

An insightful look at the implementation of advanced analytics on human capital Human capital analytics, also known as human resources analytics or talent analytics, is the application of sophisticated data mining and business analytics techniques to human resources data. Human Capital Analytics provides an in-depth look at the science of human capital analytics, giving practical examples from case studies of companies applying analytics to their people decisions and providing a framework for using predictive analytics to optimize human capital investments. Written by Gene Pease, Boyce Byerly, and Jac Fitz-enz, widely regarded as the father of human capital Offers practical examples from case studies of companies applying analytics to their people decisions An in-depth discussion of tools needed to do the work, particularly focusing on multivariate analysis The challenge of human resources analytics is to identify what data should be captured and how to use the data to model and predict capabilities so the organization gets an optimal return on investment on its human capital. The goal of human capital analytics is to provide an organization with insights for effectively managing employees so that business goals can be reached quickly and efficiently. Written by human capital analytics specialists Gene Pease, Boyce Byerly, and Jac Fitz-enz, Human Capital Analytics provides essential action steps for implementation of advanced analytics on human capital.

## **The Effortless Experience**

A complete resource for providing learning, training, and development within contact centers. This handbook offers call center managers and trainers information with which to benchmark training and identifies best practice in learning and development.

## **Comdex Call Center Training Course Kit (With Cd)**

## **Call Center Rocket Science**

This is a lucid book on the ins and outs of the much-in-vogue call centres, it caters to the need of a global audience with panache. The focus is on honing personal relation skills and educating the reader on what it takes to thrive in the highly competitive, vibrant and evolving world of call centres.

## **Designing Training Programs**

## **The Fred Factor**

Reinforce your customer service skills! The best customer service professionals know it takes consistent focus to serve customers at the highest level. Whether you want to deliver world-class customer service or just get back to the basics, Customer Service Tip of the Week is your resource for proven tips, ideas, and techniques. Thousands of customer service professionals from all around the world read the weekly Customer Service Tip of the Week email. Now you can get more than 52 of the most popular tips all in one book. Use these tips to build rapport, exceed customer expectations, and solve tough problems. Select tips by category, by specific challenge, or just go in order. Each tip includes a short explanation plus practical suggestions. Focus on one tip per week to sharpen your skills over time. Customer service leaders will find additional resources for sharing the tips with your team!

## **Customer Service Training**

The first book devoted entirely to B2B social marketing B2B markets are fundamentally different from consumer markets. Decisions are made on value, not impulse. Buying cycles are complex, often with many stakeholders involved. Relationships and support are critical. Bet-the-business decisions demand discipline, knowledge, and lots of information. This hands-on guide covers topics unique to this segment, including cost justification, prospecting and lead generation, matching tools to the sales funnel, building, B2B search engine optimization, social media monitoring, social media policy development, long-term client relationships, gaining stakeholder support, building a more transparent organization, and what's coming next. Features plentiful examples, case studies, and best practices Focuses on the channels that are most effective for B2B marketers Builds on the authors' more than 30 years of combined experience in the new media/social media space, as well as two previous successful books Leverage the vast business-to-business potential of Facebook, LinkedIn, Twitter, and many other social media platforms today with Social Marketing to the Business Customer!

### **How to Talk to Customers**

The Celebrity Experience combines the best practices of the business world with those of the celebrity world to create a practical and proactive guide for anyone who wants to bring their business's internal and external customer service to the level of star treatment. Based on the unique ways celebrities are treated, the book shares techniques you can use to treat your customers to a red-carpet experience, guaranteeing repeat business and stellar word of mouth.

### **Wake Up Your Call Center**

Seize the chance to be extraordinary. Who has made the biggest difference in your life? Whose words and actions have uplifted and motivated you to excel? Chances are it was someone like Fred the Postman -- so outstanding in his service that Mark Sanborn realized this mail carrier could be an example for any person wanting to be extraordinary. The "Fred Factor" is summarized by four principles that will release fresh energy, enthusiasm, and creativity in your career and life: • Make a Difference • Build Relationships • Create Value • Reinvent Yourself You, too, can apply The Fred Factor to enrich the lives of customers, co-workers, friends, and family members, as well as reach new levels of personal success yourself. Sanborn also shows how to discover and develop other Freds. Why not become a "Fred" yourself? You will turn the ordinary moments of life into extraordinary opportunities to make a difference in the world.

### **Amaze Every Customer Every Time**

The comprehensive 6-stage selling program from Sandler Training-- "Top 20 Sales Training Company" by Selling Power Magazine Competitively pursuing large, complex accounts is perhaps the greatest challenge for selling teams. To keep treasured clients and gain new ones, you need a system to win business with profitable enterprise clients, serve them effectively and grow the relationships over time. You start with Sandler Enterprise Selling. The only enterprise selling system based on the proprietary Sandler Selling System methodology created by David H. Sandler This practical, step-by-step book is designed specifically for selling teams committed to high achievement in the enterprise environment. The program's powerful six stages will guide you to: 1. Set a baseline for success for each territory and account 2. Identify opportunities with the highest probability of success 3. Engage with buyers to qualify enterprise opportunities 4. Craft solutions that directly address your client's needs 5. Propose your solution and achieve advancement 6. Serve and satisfy your client, earning the right to grow the business Each of the stages represents a key piece of the puzzle in the proactive, team-oriented Sandler Enterprise Selling (SES) process. With the proven training techniques in this book, you'll be able to use SES to win, grow and serve enterprise clients. You'll learn how to master 13 selling tools integral to your SES success—like the KARE Account Planning Tool, Growth Account Booster Tool, LinkedIn Levers Tool, and Client-Centric

Satisfaction Tool. You'll discover practical solutions to the vastly complex challenges in enterprise organizations - extended sales cycles, wide buyer networks, or significant investments in pursuits. Overcoming these unique challenges presents great opportunities for selling teams. Sandler Enterprise Selling provides the framework needed to succeed in the enterprise arena, winning, growing and keeping major accounts. Note: These are the same training principles that are taught to tens of thousands of sales executives and managers every year at more than 200 Sandler Training companies around the world. If you want to stay competitive in the enterprise selling arena, you need to train, study, and read Sandler Enterprise Selling.

### **Sandler Enterprise Selling: Winning, Growing, and Retaining Major Accounts**

You must deliver an amazing customer experience. Why? It is the competitive edge of new-era business—in any market and any economy. Renowned customer experience expert Shep Hyken explains how consistently amazing customers through stellar service can elevate your company from good to great. All transformations require a role model, and Shep has found the perfect role model to inspire your team: Ace Hardware. Ace was named as one of the top ten customer service brands in America by Businessweek and ranked highest in its industry for customer satisfaction. Through revealing stories from Ace's over-the-top work with customers, Shep explores the five tactical areas of customer amazement: leadership, culture, one-on-one, competitive edge, and community. Delivering amazing service requires everyone in your organization to step up and be a leader. It doesn't take a title. It takes the right set of tools and principles. To help you empower employees at all levels, Shep brings the content to a deeply practical level. His 52 Amazement Tools—like “Ask the extra question” and “Focus on the customer, not the money”—are simple, clear, useful for almost anybody, and supported with compelling research and stories. Between these covers, you will find the tools and tactics you need to transform your company into a seriously customer-focused operation that will amaze every customer every time.

### **The Customer of the Future**

Tomorrow's customers need to be targeted today! With emerging technology transforming customer expectations, it's more important than ever to keep a laser focus on the experience companies provide their customers. In The Customer of the Future, customer experience futurist Blake Morgan outlines ten easy-to-follow customer experience guidelines that integrate emerging technologies with effective strategies to combat disconnected processes, silo mentalities, and a lack of buyer perspective. Tomorrow's customers will insist on experiences that make their lives significantly easier and better. Companies will win their business not by just proclaiming that customer experience is a priority but by embedding a customer focus into every aspect of their operations. They'll understand how emerging technologies like artificial intelligence (AI), automation, and analytics are changing the game and craft a strategy to integrate them into their products

and processes. The Customer of the Future explains how today's customers are already demanding frictionless, personalized, on-demand experiences from their products and services, and companies that don't adapt to these new expectations won't last. This book prepares your organization for these increasing demands by helping you do the following: Learn the ten defining strategies for a customer experience-focused company. Implement new techniques to shift the entire company from being product-focused to being customer-focused. Gain insights through case studies and examples on how the world's most innovative companies are offering new and compelling customer experiences. Craft a leadership development and culture plan to create lasting change at your organization.

### **Handbook of Improving Performance in the Workplace, Instructional Design and Training Delivery**

Revised and Updated with New Material! Finding and retaining qualified agents is an endless challenge for call centers. An effective recruiting strategy, combined with a motivating, supportive training program that keeps new-hires charged about their potential with the company, will pay off in lower hiring costs and higher staff retention. Call Center Recruiting and New-Hire Training offers call center managers valuable insights and ideas on: ? Developing retention-oriented recruiting strategies ? How to select the most qualified candidates ? Developing new-hires into successful agents ? Recruiting and training call center supervisors ? Alternative labor pools Each chapter is filled with innovative practices, strategies and best practices from call centers that have successfully put a stop to the revolving door of agent attrition.

### **Call Center Operation**

Imagine overseeing a workforce so motivated that employees relish more hours of work, shoulder more responsibility themselves; and favor challenging jobs over paychecks or bonuses. In *One More Time: How Do You Motivate Employees?* Frederick Herzberg shows managers how to shift from relying on extrinsic incentives to activating the real drivers of high performance: interesting, challenging work and the opportunity to continually achieve and grow into greater responsibility. The results? An ultramotivated workforce. Since 1922, Harvard Business Review has been a leading source of breakthrough management ideas-many of which still speak to and influence us today. The Harvard Business Review Classics series now offers readers the opportunity to make these seminal pieces a part of your permanent management library. Each highly readable volume contains a groundbreaking idea that continues to shape best practices and inspire countless managers around the world-and will have a direct impact on you today and for years to come.

### **Effective Call Center Training**

This handbook is part four of ICMI's comprehensive, four-part series on call center management, which includes people management, operations management, customer relationship management, and leadership and business management. The Call Center Leadership and Business Management Handbook and Study Guide applies proven leadership and business practices to the call center environment. The study guide opens with guidance on developing an effective vision, mission, strategy and valuation model. Next, it explores leadership and communication best practices and highlights those skills and aptitudes that are most important in the call center. The unique environment of the call center is discussed next, with a focus on navigating future trends and requirements. The fourth section of the guide provides professionals with solid principles on developing business plans, improving operations and managing contracts. The study guide comes to a close with an overview of financial principles that call center professionals should understand.

### **Language and Accent Neutralization Assessment Training Program: Call Center Entry Examination**

Describes how many companies erroneously believe that customer loyalty is won by dazzling them, but that research and surveys show that loyalty is based on delivering on basic promises and offers insights for companies to use to improve brand loyalty.

### **Cases in Call Center Management**

"I once heard it said that running a call center is not rocket science. While you may not need the skills and education of an aerospace engineer, successful call center management does require certain skills and insight."-RANDY RUBINGH Call Center Rocket Science gives practical, hands on advice for today's customer service professionals. Here you will find real world advice on a wide variety of topics essential to effective call center management including: Recruiting and Hiring: How to find great agents, what to look for in a candidate, how to weed out applicants that may not be a good fit, closing the best candidates. Training: How to develop an effective new hire training course that prepares reps to take successfully take calls starting their first day on the floor. Effective Role playing strategies to increase effectiveness of training. Management: Creating a world class culture to motivate and retain your staff. How to look at and understand call center statistics. Call Center Operations: How to handle the day to day activity of a call center, and manage the business without constantly fighting fires. Outsourcing: For outsourcers- tips on how to make your client satisfied and give you more business. For those who outsource there are tips on how to get below the surface to truly understanding the level of service being provided by your service provider. Overall 110 tips that most centers can implement right away and receive immediate benefit of improved operations, and higher levels of employee and customer satisfaction.

## **The Kiss Theory**

## **The Big Book of Customer Service Training Games**

Annotation Fourth edition includes the Training Imperative, Self Service, Updated Statistics, and Expanded References.

## **Customer Service and Call Centre 101**

Help your employees to excel in dealing with the public with this stimulating, fun-filled collection of customer service training games. Designed not only to teach important skills but also to spark enthusiasm and a high level of involvement in the participants, these games utilize entertaining and instructive techniques such as role-playing, charades, brainstorming, and debate. As a result of these exercises, employees will learn how to create a rapport with the customer, how to focus on the unique needs of individual customers, how to maintain a positive attitude, and more.

## **42 Rules for Superior Field Service**

Annotation The book is rounded out with a section on resources that will provide hundreds of ideas to accentuate your current call center. Both a practical guide and an exhaustive reference, "Cases in Call Center Management is an investment in the future success of your customer service operations.

## **Customer Service Training 101**

Every customer-facing corporation has at least one call center. In the United States, call centers handle a billion calls per year. Call Center Operation gives you complete coverage of the critical issues involved in the design, implementation, organization, and management of a customer call center. Sharp provides information on advanced technology tools for workforce management, workshop examples for training call center staff, and an analysis of the significance of the call center to overall corporate customer relationship strategies. A special feature of the book is its focus on call center case studies, describing a number of successful call center strategies and best practices, selected from various business sectors - financial, retail, healthcare, travel, technology, and others. These case studies provide useful guidelines based on successful corporate call centers that will guide you in establishing and maintaining the most effective call center operation for your enterprise. · Presents key concepts and techniques, including a formal development process, in a real-world context · Provides extensive management guidelines · Stresses the importance of staff selection and training

## **How To Be a Great Call Center Representative**

A practical, hands-on guide for training customer service employees.

## **Call Center Recruiting and New-Hire Training**

This title present practical ideas for action and in-depth examples of what training departments that range in size from one part-time employee to five full-time people can accomplish. Representing a wide range of industries, you'll understand the challenges and opportunities for small training departments.

## **50 Activities for Achieving Excellent Customer Service**

First published in 1994. Routledge is an imprint of Taylor & Francis, an informa company.

## **Hearings on National Defense Authorization Act for Fiscal Year 1996--H.R. 1530 and Oversight of Previously Authorized Programs Before the Committee on National Security, House of Representatives, One Hundred Fourth Congress, First Session**

With the contributions from leading national and international scholars and practitioners, this volume provides a "state-of-the-art" look at ID, addressing the major changes that have occurred in nearly every aspect of ID in the past decade and provides both theory and "how-to" information for ID and performance improvement practitioners practitioners who must stay current in their field. This volume goes beyond other ID references in its approach: it is useful to students and practitioners at all levels; it is grounded in the most current research and theory; and it provides up-to-the-minute coverage of topics not found in any other ID book. It addresses timely topics such as cognitive task analysis, instructional strategies based on cognitive research, data collection methods, games, higher-order problem-solving and expertise, psychomotor learning, project management, partnering with clients, and managing a training function. It also provides a new way of looking at what ID is, and the most comprehensive history of ID ever published. Sponsored by International Society for Performance Improvement (ISPI), the Handbook of Improving Performance in the Workplace, three-volume reference, covers three core areas of interest including Instructional Design and Training Delivery, Selecting and Implementing Performance Interventions, and Measurement and Evaluation.

## **Customer Service Tip of the Week**

Effective customer service training covers more than niceties. Organizational profitability is threatened when staff are unable to manage customer needs. Yet it takes more than soft skills training to turn these situations around. A great customer service training covers essential behaviors, service strategies, and service systems that together ensure an exceptional customer experience. Training authority Kimberly Devlin presents two-day, one-day, and half-day workshops that support trainees in any industry and environment, not just the call center. Each workshop introduces techniques for managing challenging customers and situations and also offers opportunities to apply new skills to service interactions. Free tools and customization options The free, ready-to-use workshop materials (PDF) that accompany this book include downloadable presentation materials, agendas, handouts, assessments, and tools. All workshop program materials, including MS Office PowerPoint presentations and MS Word handouts, may be customized for an additional licensing fee. Browse the licensing options in the Custom Material License pricing menu. About the series The ATD Workshop Series is written for trainers by trainers, because no one knows workshops as well as the practitioners who have done it all. Each publication weaves in today's technology and accessibility considerations and provides a wealth of new content that can be used to create a training experience like no other. The series also includes Communication Skills Training, Leadership Training, Coaching Training, and New Supervisor Training.

### **Customer service : human capital management at selected public and private call centers : report to the Chairman, Subcommittee on Oversight, Committee on Ways and Means, House of Representatives**

Comdex Call Centre Training Kit is a revolutionary 3-stage self learning system that covers the contents in sessions to give the readers a comprehensive exposure to the world of Call Centers. These sessions help to initiate call center skills and further sharpen the acquired skills for becoming a seasoned call center executive. The book contains a CD running an Accent Training Software. Such an approach aids in finding any possible mismatch of acquired and desired skills. It helps to practice hard on those areas.

### **Managing the Small Training Staff**

With few exceptions, the service business is viewed as a "necessary evil." Servicing products, after they are sold and in customers' hands, is frequently overlooked and can be a source of customer dissatisfaction and profit loss. This thinking results in missed opportunities to convert customers into advocates and to generate significant business revenue. If you are in the field service business, you should be designing solutions that benefit the customer and are profitable for your company. This includes developing a field service strategy, organizing the service business, optimizing field inventories, implementing Customer Relationship Management (CRM) and tailoring sales incentives. Complicating field service

operations in today's environment is the global nature of the installed base and where in the world your products and spares are manufactured. Sourcing global parts, managing the parts supply chain and the investment required are the things that keep managers up at night. This book provides 42 essential rules to benchmark and develop a global service business. You will learn: How to develop a profitable field service strategy and organization How to survey customers and drive improvement in field service operations The impact of poor field service on the bottom line What to do in an emergency What to consider when developing field repair inventories What systems and tools to consider and much more Rosemary Coates and Jim Reily have a combined 50+ years of global manufacturing and field service experience from companies such as Hewlett Packard and Cisco as well as the US Military. In addition they have worked on consulting engagements with a proven track record of amazing field service results. They offer insights and recommendations based on real-world experience

### **One More Time**

"Gwendolyn Oglesby has built most of her career working in customer service with the ultimate goal of creating memorable employee-customer experiences and positive workplace environments. Managing employees, serving customers, building a team culture -- she's done it all. Now she's ready to share her experience and equip readers with the tools and knowledge she has acquired. Call Center explores the various factors that negatively impact customer service. It encourages employees to reach their full potential through Oglesby's personal experience and inspiring professional philosophies. Each chapter features practical tips, self-analysis, and thought-provoking questions designed to engage readers in the anatomy of a healthy workplace -- all of which can position the employee for growth, recognition, and promotion. Readers will also enjoy Oglesby's flair for humor. At the end of the day, customer service is not just about serving the customer; it means serving your team as well."--Publisher description.

### **Call Center**

The fast and easy way to improve call center management and response Are you a call center professional seeking trusted and practical advice for improving your results and positively affecting your company's bottom line? Now updated with coverage of the latest technological advancements and developments in the field, Call Centers For Dummies, 2nd Edition is the ultimate call center reference guide. With new tools and tactics specifically designed for call center managers, Call Centers For Dummies, 2nd Edition helps put value on customer relations efforts undertaken in call centers and shows you how to implement new strategies for continual improvement and superior customer service. Features new to this edition include Guidance on determining whether outsourcing is a cost-efficient option for your company Coverage of new technologies that help cut costs A look at how today's call centers can benefit from empowering their agents Like any tech-

driven industry, call centers are facing rapid change. With *Call Centers For Dummies, 2nd Edition*, you can be sure you're getting the most up-to-date, easy-to-follow coverage of this advancing field.

### **Call Center Management on Fast Forward**

Filled with case studies and anecdotes, *How to Talk to Customers* demystifies the most critical aspect of customer service: conversations employees have every day with customers. In this must-have resource, Diane Berenbaum and Tom Larkin outline a proven system based on their MAGIC customer service training program. MAGIC, which stands for Make A Great Impression on the Customer, can help anyone become the type of communicator that makes their customers feel special. For more on this book, visit [www.howtotalktocustomers.com](http://www.howtotalktocustomers.com)

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