



Selection • Retention • Attraction • Outplacement • Remuneration & Reward • Training & HR consultancy

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Everyone wants their business to run like a well-oiled machine... but to do that you need to keep the most important cogs – your people – turning smoothly.

This is where **fluid** can help you.

Fluid is far more than a HR consultancy. We can bring you the benefit of years of experience on every aspect of managing the people within your business – retention, attraction and resolving difficulties and making sure you and your staff get the most from your relationship.

Put simply, **fluid** is the lubrication that makes all this interaction happen... easily, consistently and fluently.

We specialise in providing advice on:

- **Selection**
- **Retention**
- **Attraction**
- **Outplacement**
- **Remuneration & Reward**
- **Training & HR consultancy**



Selection

No matter how hard you try to smooth things along, a square peg simply won't fit in a round hole....

fluid can help you get your hiring policy right first time – by evaluating resourcing programmes and carrying out sophisticated employee selection techniques.

fluid can advise you of the best way to make use of the methods at your disposal, tackling all the most important issues:

- Biodata - matching prospective candidates to your best employees
- Ability and personality testing - prime selection tools or useful back-ups?
- Assessment centres - are they worth the money?
- Creating bespoke scoring systems to identify the right applicant
- Selling the job - ensuring applicants attend interviews, accept the job when offered and do actually appear on the first day of work!
- Analysing roles and preparing job descriptions & person specifications
- The effect of hiring on the department as a whole
- Identifying the right competencies
- How to fill stubborn vacancies



Retention

Attrition can cost your business dear. As well as visible costs associated with hiring new people - such as administration, training, advertising, time spent interviewing, temporary staff and agency fees - the loss of key employees can damage your standing with customers/clients and result in lost business.

fluid can develop a retention strategy to stop attrition wearing a hole in your business - we can also show you how to manage talent to keep you ahead of your competition.

Our approach can help you retain the people that matter by helping you:

- Undertake effective appraisals, performance management and 360 degree feedback
- Counter bullying and harassment
- Make the most of flexible and home working, to minimise the need for commuting, improve work life balance and increase loyalty
- Tackle absenteeism whilst boosting the health and wellbeing of employees
- Improve levels of employee engagement
- Develop a cutting-edge learning & development strategy
- Take a proactive stance on succession planning
- Design sabbaticals and volunteering initiatives to reduce churn rates
- Ensure that mergers, acquisitions and takeovers do not result in the loss of key individuals

We can also help you to analyse and minimise the administrative costs associated with resignations and eliminate inefficiencies in production or service resulting from unfilled vacancies.



Attraction

Attracting the right staff isn't always plain sailing even for the best known employers or the most sought-after positions. **fluid** can develop a resourcing strategy that includes the right methods for you to use to attract people, that will send out finely-tuned messages whilst minimising costs.

We can help you tackle major attraction issues including:

Employer branding – position your organisation to compete favourably for new employees

Employer of choice – maximise the quality and quantity of speculative approaches

Referrals – reward successful introductions initiated by existing employees

Online – drive job-seekers to your own website, make the most of blogs, Web 2.0 & social networking

Young people – source rising stars by communicating effectively with schools, colleges and universities

Diversity – reach out to under-represented groups through proactive initiatives

Corporate social responsibility and green issues – use them as a tool for attraction

Advertisements – paper-based or electronic, wide trawls or wide nets, corporate image or emphasis on the job, precise or vague, realistic or positive

Agencies – get a value for money service from recruiters, headhunters and job boards



Outplacement

Sometimes we all have to pour oil on troubled waters. A positive approach to outplacement can reinforce the reputation of an employer within its market place and improve staff relations internally even at difficult times when an organisation is facing redundancies.

Our wide and extensive relationships with recruiters mean that **fluid** is expertly positioned to deliver effective outplacement solutions. As well as preparing CVs, we can help in developing interview skills and identifying strategies to plan individuals' future careers.

fluid's outplacement programmes can cover:

- Sources of further employment
- Options for part-time and self-employed work
- Analysis of skills
- Application forms, covering letters and CV preparation
- Making direct approaches without a specific vacancy in mind
- Interviewee skills
- Advice about retraining and education
- Salary negotiation

fluid can offer a range of workshops, seminars and coaching sessions as well as a career resource centre and career management tools.



Remuneration & Reward

How do the remuneration packages offered by your organisation compare to others within your sector?

Do you have any inequality issues which need to be resolved?

And how can you keep your employees happy, loyal and hardworking without breaking the bank?

fluid can help you answer questions such as the following, plus many more which have a direct bearing on your ability to source and retain the right people:

- Implement **non-financial rewards** that motivate employees at minimum cost
- Benefit from the findings of **remuneration surveys** – maintaining a competitive position in the marketplace
- Conduct **equal pay reviews** – so you can enhance your image and reputation as an attractive employer
- Establish and manage a **pay club** to provide real-time information on compensation and benefits
- Design and deliver **performance related pay** systems, rewarding the top performers in a fair and equitable fashion
- Examine the advantages of introducing **flexible benefits** – addressing the needs of individual workers more directly and cost-effectively

We can undertake surveys on your behalf and present the results in a clear and concise manner – giving you the information you need to make the right decisions.



Training & HR Consultancy

Successfully running the machine which is your business means keeping all the cogs properly lubricated all the time – not just managing the stops and starts when you need to hire new staff. Some key areas in which we can help you include:

- **Improving performance** – undertaking appraisals, keeping top-performers engaged, ensuring that under-performers leave the organisation swiftly and at minimum cost
- **Implementing change** – the right diagnosis and change management strategy can not only improve organisational methods and save costs; it can also transform cultures and dramatically boost staff morale.
- **Interviewing** – helping individuals who have recently been promoted into a role where they are interviewing for the first time, or undertake interviews regularly but have never received any formal training
- **Induction** – we design and deliver induction programmes that introduce newcomers to the job, whilst helping them adapt and understand the culture, beliefs and values of the organisation.
- **Minimising absenteeism** – **fluid** can suggest appropriate balances between instilling favourable employee attitudes and implementing legitimate punitive measures to reduce unnecessary absence. We can also advise on how you can minimise the cost of absenteeism by managing covering staff effectively.