
G O R D O N · Y A T E S

“What we can do for you”

**Directory of Services
2016**

Gordon Yates
Palladium House, 1-4 Argyll Street
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020 7494 4466
gordonyates.co.uk

GORDON · YATES

INTRODUCING GORDON YATES

We work with you to secure talented people quickly and cost-effectively. We do this by scouring the world and then selecting face-to-face. It's expensive to do – you get the time and money benefit from our investment.

We also provide high quality professional training, offered via individual tailored package or through open public workshops. These are full of original content, proven insights and new techniques to enhance the performance of the people you employ.

As a professional consultancy we also offer a range of further support – from executive coaching to payroll administration, from psychometric profiling to outplacement services – to enable you to gain the most from your investment in people.

Whatever you want to achieve, let's talk.

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Please see the following pages for an introduction to each of our specialist areas.

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Descriptions of services given in this Directory are supplemental to and do not replace the Terms of Partnership under which we work with our clients.

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RECRUITMENT

Traditional recruiting terminology refers to “permanent” and “temporary” staff. We don’t see these terms as helpful or even accurate. Talented people define themselves. The only distinction is a practical one - whether to employ through your payroll, or through ours.

Working for you through our payroll

Depending on the role and the need, sometimes the best solution is an hourly-charge basis. Fast, flexible and simple – we meet this need by providing solutions across a surprisingly wide range of roles.

In most cases, we take the details and then decide on the right person for you. This puts responsibility on us to get it right - which is why every booking we fill comes with a unique **100% no-quibble guarantee** covering the whole first week of hire.

Often, hourly rate assignments turn into longer lasting appointments. This is a particularly strong way to recruit into your core team, which is another reason why we don’t like to use “perm” and “temp” terminology. Talent is talent. We search for it without labels.

Working for you through your payroll

Whether for a fixed term contract, to fill an urgent vacancy or to strengthen your core team we set out to make your recruiting as quick and simple as possible.

We do this by investing heavily in searching and resourcing talent. We spend a lot of time on the phone, identifying and qualifying talent. We then commit to **face-to-face** recruiting, meeting and assessing each viable candidate, because we know that however important the CV it can never give the full picture.

All this happens before every introduction – whether to your payroll or ours.

For the most part, recruiting for your payroll happens on a “contingency basis” – i.e. we do all the above for you for no charge. You only incur a fee when we introduce someone you really want to hire.

Such hiring decisions are yours rather than ours, but we like to share the responsibility. We provide a **no-quibble guarantee** covering the early weeks and 50% of the fee paid.

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TRAINING

Good training pays for itself many times over. Research shows organisations that invest in training outperform those that don't. By committing to develop your people, you can build stronger morale, higher job satisfaction and longer staff tenure.

On-Site Training

We work with organisations of every size and across every sector

- Tailored, focused development training for groups or individuals
- Prices start from £750 per half day

Open Workshops

We provide a wide range of workshops: Assertive Communication; Business Writing; Getting Stuff Done; Managing Stress; Presentation Skills; Introduction to Interviewing; Introduction to Coaching; Introduction to Management; Introduction to Performance Management

- Half-day workshops run in our training suite near Oxford Circus
- Prices from £85 per workshop

Outplacement - career transitioning

Giving support to redundant staff is a caring, responsible thing to do. Also, it is an investment in your 'brand' as an employer. It helps to make a difficult transition much easier, while aiding morale and motivation among those who remain.

Prices from £750 per half day

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FURTHER SUPPORT

Psychometric profiling

Gordon Yates staff are trained to deliver SHL psychometric instruments, including the world standard OPQ (Occupational Personality Questionnaire). Other instruments include:

- Motivation - what things make you want to work harder?
- Verbal/numerical reasoning - how strong are your aptitudes?
- Interest inventory - what are your key areas of career interest?

Price from £200 per profile

Executive coaching

Executive coaching has seen enormous growth in recent years. It facilitates self-development by helping to clarify personal goals in the context of business life, thereby empowering sustainable higher performance.

Jo Tomazou has worked as an executive coach to CEOs and senior executives from a wide range of organisations, as well as helping middle ranking and more junior staff. Her coaching degree from the School of Coaching is widely recognised as the gold standard for executive coaching.

Price - £225 per one hour session (typically a course comprises 6 sessions)

Payroll services

For SME businesses, particularly early start-ups, payroll administration can be an unwanted headache. Contracts, P45 and other tax paperwork, SSP, SMP etc. can take unwarranted amounts of time.

Gordon Yates back office handles an annual pay operation worth over £2.5m – routinely dealing with hourly, weekly and monthly payroll administration. Use our resources to handle your payroll more efficiently.

Price on application

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