

IT & Data Solutions

Seven Generations Data Solutions can assure you remain fully operational in all circumstances.

- a) **Remote Data Backup:** Our backup solutions provide an automatic and cost-effective way to save your vital data. Replicated data, saved to our secure servers provides a total Disaster Recovery system.
- b) **Computer and Network Services:** Our IT technicians will work on your systems as your own IT department, saving you the cost of a full time employee.
- c) **Web Development:** Whether you need a new website from scratch, a redesign of your current site, or a custom web application, we will work with you to design a web solution that meets your needs.
- d) **Document Archiving:** Maintaining boxes of paper files can be time-consuming, impractical and even dangerous for you business and clients. We can make electronic versions of all your files and deliver them in an organized and searchable format.



Workplace Solutions

Organizational Solutions for Business

Our diverse client partnerships enable us to understand the complex dynamics which affect employee productivity and organizational efficiency.

Contact us to discuss how we can help you maximize your organization's success.



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Improving the efficiency,
effectiveness, and productivity of
your people and processes

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Organizational Development

Workplace Solutions provides services to improve your organizational efficiencies, both processes and people.

- a) **Program Survey and Assessment** - Our convenient and inexpensive online surveys can identify your organizational needs and how to address them most effectively. We provide an on-site consultations free of charge.
- b) **Organizational Process Alignment** - Our alignment services will clarify and refocus your organizational efforts for maximum effectiveness.
- c) **Lean Production**- We can facilitate redesigning your organization to become more efficient and competitive in your current and new markets
- d) **High Performance Work Teams** - Our specialists help your teams develop the processes and the relationships they need to make your organization successful.
- e) **New Employee Search & Assessment**- We use personality and work-style inventories to get the answers you need about who your are hiring.
- f) **Change Management** - We can facilitate changes to your organization, minimizing disruptions to your staff and business.



Education & Training

Our educational services keep your employees, from executives to front-line staff, updated on the latest management and organizational tools with a minimum of time away from the office.

- a) **Executive Education Development**- Our staff will help you plan, develop and implement educational programs to make your staff the most effective they can be, at any level in your organization.
- b) **Online Education** - Your individual employees simply sign on at our website, and progress through the curriculum that best supports your business needs.



- c) **Classroom Instruction** - Our classroom experience is interactive and informative. Half-day or full-day classes are tailored to your organizational needs.
- d) **Executive Coaching** - Executive Coaching helps ensure your employee integrates their newly learned skills into the workplace successfully. Our coach meets with your employee individually several times per month, even in the workplace if you prefer.

Employee Assistance

An Employee Assistance Program helps you detour potentially costly personnel problems and retain good employees saving your organization time and money.

- a) **Employee Counseling** - Counseling can be used as a voluntary benefit to your employees and as a tool for supervisors to address employee performance issues.
- b) **Supervisor Consultation** - Our EAP professionals provide an objective perspective and offer recommendations for employee performance improvement and growth.

Employee Support

Our Employee Support Solutions allow an objective third party to handle time-consuming employee conflicts and orientations.

- a) **Employee Mediation** - Our knowledgeable and experienced mediators help resolve employee conflicts quickly to get your organizational team running smoothly again.
- b) **New Hire Orientation** - We can develop your orientation program for new employees or contribute to your current orientation by presenting our contracted programs like Employee Assistance and Talent Management.