



Employee Onboarding

SEHG-HR-1101 · Business · approx. 28 min seat time · English · 100% online, self-paced

Accreditation & industry alignments: none verified on record — institutional accreditor mapping pending

COURSE DESCRIPTION

Human Resources course covering employee onboarding. Self-paced lessons with applied exercises.

WHO THIS COURSE IS FOR

Working professionals, team leads, and career-changers who want practical, job-ready Business skills — no prior coursework required. Teams and organizations can enroll groups for consistent, measurable upskilling.

WHAT'S INCLUDED

- 1 clock hour(s) of self-paced online learning
- 12 course modules
- 7 instructional videos — 7 minutes of total video runtime
- 21 knowledge-check questions, auto-graded
- This syllabus (PDF), downloadable for reference
- Official SEHG Certificate of Completion upon finishing the course
- Language editions: English · Español

Delivered 100% online and self-paced in the SEHG learning platform. This section lists the materials currently delivered for this course.

MODULE MAP

- **Module 1 — Introduction**
 - Course Objectives
- **Module 2 — The Purpose of Onboarding**
 - Start-up Cost
 - Anxiety
 - Employee Turnover
 - Realistic Expectations
 - Knowledge Check
- **Module 3 — Introduction**
 - What Is Onboarding?
 - The Importance of Onboarding
 - Making Employees Feel Welcome
 - First Day Checklist
 - Knowledge Check
- **Module 4 — Onboarding Preparation**
 - Professionalism
 - Clarity
 - Designating a Mentor
 - Training

- Knowledge Check
- **Module 5 — Onboarding Checklist**
 - Pre-Arrival
 - Arrival
 - First Week
 - First Month
 - Knowledge Check
- **Module 6 — Creating an Engaging Program**
 - Getting Off on the Right Track
 - Role of Human Resources
 - Role of Managers
 - Characteristics
 - Knowledge Check
- **Module 7 — Following Up With New Employees**
 - Initial Check in
 - Following Up
 - Setting Schedules
 - Mentor's Responsibility
 - Knowledge Check
- **Module 8 — Setting Expectations**
 - Defining Requirements
 - Identifying Opportunities for Improvement and Growth
 - Setting Verbal Expectations
 - Putting It In Writing
 - Knowledge Check
- **Module 9 — Resiliency and Flexibility**
 - What Is Resiliency?
 - Why Is It Important?
 - Five Steps
 - What is Flexibility?
 - Why Is It Important?
 - Five Steps
 - Knowledge Check
- **Module 10 — Assigning Work**
 - General Principles
 - The Dictatorial Approach
 - The Apple Picking Approach
 - The Collaborative Approach
 - Knowledge Check
- **Module 11 — Providing Feedback**
 - Characteristics of Good Feedback
 - Feedback Delivery Tools
 - Informal Feedback
 - Formal Feedback
 - Knowledge Check
- **Module 12 — Assessment**
 - Post-Test

COMPLETION & CERTIFICATION

Pass/Fail: passing requires a score of 70% or higher on the course knowledge checks.

The certificate of completion is non-credit. This course does not currently carry academic credit or CEUs.

OFFICIAL SEHG CERTIFICATE

Graduates receive the official Synergy University Education Certificate of Completion — issued by the Office of the Registrar with a unique credential ID, shareable to LinkedIn and verifiable online.

Every certificate carries a unique credential ID — verify at:

SynergyEducation.AI/verify

SUPPORT, ACCESS & POLICIES

- Support: CEO@SynergyEducation.AI
- Accessibility: ADA/WCAG 2.1 AA-first delivery; accommodations available on request.
- Academic integrity and refund policies: per SEHG student handbook.

Enroll Today

Tuition per learner (Essentials tier) — enroll online with the course code below.

\$49 · SEHG-HR-1101 · SynergyEducation.AI

Also available: instructor-led workshop kits for teams — in-person training agendas, playbooks, and facilitator materials built on this course. Contact CEO@SynergyEducation.AI.