



Developing A Lunch And Learn

SEHG-HR-1888 · Business · approx. 10 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 developing a lunch and learn. 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
- 10 instructional videos — 10 minutes of total video runtime
- 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 Prep Work**
 - Finding the Best Location
 - Setting up the Location
 - Focus Group
 - Practice
- **Module 3 — Creating the Content (I)**
 - Picking the Right Topic
 - Hands on Works Great
 - Stay Focused
 - Keep It Informal
- **Module 4 — Creating the Content (II)**
 - Make It Interactive
 - Review It Thoroughly
 - Creating a Customized Presentation
 - Back It Up!
- **Module 5 — During the Session**
 - Ground Rules
 - Quick Opening

- Parking Lot
- Adjusting on the Fly
- **Module 6 — Food and Facilities**
 - Providing Food?
 - People Bringing Their Own
 - Eat During or After?
 - Clean Up or Teardown
- **Module 7 — Take Away Material**
 - Handouts and Take Away Material
 - Quizzes or Self-Tests
 - Websites with Minutes and Session Notes
 - Reference Material or White Paper
- **Module 8 — Difficult Situations or People**
 - Disruptions
 - Food Issues
 - Senior Management Buy in
 - People Not Participating?
- **Module 9 — What a Lunch and Learn Is Not**
 - Heavy or Serious Topics
 - Required Training
 - Replacement for Traditional Training
 - Just a Free Lunch
- **Module 10 — Best Practices (I)**
 - Obtain Feedback and Tweak
 - Utilize Star Employees
 - Provide an Agenda Ahead of Time
 - Keep the Session Casual and Loose
- **Module 11 — Best Practices (II)**
 - Use It as a Refresher
 - Networking Opportunity
 - Upper Management Q&A Session
 - Put It on a Regular Schedule
- **Module 12 — Assessment**

COMPLETION & CERTIFICATION

Completion-based: a certificate of completion is issued after all course videos have been viewed.
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-1888 · 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.