



## Diversity And Inclusion

SEHG-HR-2349 · Business · approx. 8 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 diversity and inclusion. 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 — 8 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 — Understanding Diversity**
  - Diversity , Inclusion, Equity – keys to success
  - Benefits of Diversity
  - Understanding Stereotypes
  - Identifying Your Baggage
  - Zero-Tolerance Policy
- **Module 3 — Communication**
  - Verbal Communication Skills
  - Communicating with Power
  - Non-Verbal Communication Skills
  - The Signals You Send to Others
  - It's Not What You Say, It's How You Say It
- **Module 4 — Racial Diversity**
  - Employer Responsibility
  - Benefits of Racial Diversity
  - Diversity Initiatives
  - Initiative Principles
  - Complaint Process

- **Module 5 — Employees with Disabilities**
  - Hiring
  - Accessibility in the Workplace
  - Accommodations in the Workplace
  - Benefits
  - Human Resources and Best Practices
- **Module 6 — Pregnant and Lactating Employees**
  - Protected Class
  - Hiring
  - Accommodations
  - Maternity Leave
  - Firing
- **Module 7 — Sexual Harassment**
  - What is it?
  - It Is Against the Law
  - Training
  - Policies
  - HR's Role
- **Module 8 — Older Workers**
  - Employees Over 40
  - Recruitment
  - Hiring
  - Salaries
  - Layoffs
- **Module 9 — LGBTQ**
  - Phobias
  - Human Rights Campaign
  - Company's Mission Equality Statement
  - LGBTQ Resource Groups
  - The Equality Act
- **Module 10 — Sensitivity Training**
  - Determining the Need
  - Benefits
  - Training Content
  - Method(s) of Delivery
  - Assess Effectiveness
- **Module 11 — Handling Diversity Complaints**
  - Create a Step-by-Step Process
  - Publish the Process
  - Train Employees
  - Evaluate the Credibility of the Complaint
  - Retaliation
- **Module 12 — Assessment**

## COMPLETION & CERTIFICATION

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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

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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](https://SynergyEducation.AI/verify)

## SUPPORT, ACCESS & POLICIES

- Support: [CEO@SynergyEducation.AI](mailto: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-2349 · [SynergyEducation.AI](https://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](mailto:CEO@SynergyEducation.AI).