



Human Resource Management

SEHG-HR-2841 · Business · approx. 7 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 human resource management. 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
- 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 — Human Resources Today**
 - What is Human Resources Today?
 - Key Factors Influencing Human Resources Today
 - Growth in Human Resource Management
- **Module 3 — Recruiting and Interviewing**
 - The Job Selection Process
 - Get Good at Interviewing
 - Interviewing Fairly
 - The Best Way to Interview
- **Module 4 — Retention and Orientation**
 - Getting Off on the Right Track
 - Creating an Engaging Program
 - Using an Orientation Checklist
- **Module 5 — Following Up With New Employees**
 - Checking In
 - Following Up
 - Designing the Follow-Up Schedule
- **Module 6 — Workplace Health & Safety**

- Understanding Your Role and Responsibilities
- Understanding Local and Industry Specific Rules
- Training for Managers
- **Module 7 — Workplace Bullying, Harassment, and Violence**
 - Definitions
 - Costs to the Organization
 - The Manager's Role
 - An Employer's Responsibility
- **Module 8 — Workplace Wellness**
 - Wellness Behaviors
 - Wellness Trends
 - The Case for Wellness
- **Module 9 — Providing Feedback to Employees**
 - Feedback Model
 - The Feedback Sandwich
 - Encouraging Growth and Development
- **Module 10 — Disciplining Employees**
 - The General Discipline Process
 - The Progressive Discipline Process
 - Having Discipline Meetings
 - Following Up
- **Module 11 — Terminating Employees**
 - Documenting Events
 - Making the Decision
 - Communicating the Decision
- **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-2841 · 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.