



Managing Workplace Harassment

SEHG-HR-8557 · 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 managing workplace harassment. 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 — Discrimination**
 - Gender
 - Race
 - Religion
 - Disability
- **Module 3 — Physical**
 - Hitting
 - Threatening Behavior
 - Destroying Property
 - Workplace Homicide
- **Module 4 — Verbal**
 - Yelling
 - Insulting
 - Ordering
 - Blaming
- **Module 5 — Sexual**
 - Touching
 - Gestures

- Sharing Inappropriate Photos
- Sharing Inappropriate Jokes
- **Module 6 — Psychological**
 - Isolating
 - Discrediting
 - Disparaging
 - Contesting
- **Module 7 — Cyberbullying**
 - Sending Humiliating Mass Emails
 - Sending Harassing Emails
 - Emailing Lies to Others
 - Monitoring Policy
- **Module 8 — Employer Responsibility**
 - Understanding Federal and State Laws
 - Recordkeeping
 - Investigating Complaints
 - Remediating Harassment
- **Module 9 — Stopping Harassment Before It Happens**
 - Developing an Anti-Harassment Policy
 - Regularly Updating Policy
 - Training Employees
 - Emphasizing Consequences for Non-Compliance
- **Module 10 — Reporting Harassment**
 - Filing With Human Resources ASAP
 - Keeping Detailed Records
 - EEOC
 - Filing a Lawsuit
- **Module 11 — Handling Harassment Complaints**
 - Creating a Step-by-Step Process
 - Publishing a Step-by-Step Process
 - Training Employees
 - Retaliating
- **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-8557 · 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.