



Workplace Harassment

SEHG-HR-8567 · Business · approx. 5 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 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
- 5 instructional videos — 5 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 Background**
 - A Brief History & The Law
 - Title VII of the Civil Rights Act of 1964
 - Age Discrimination in Employment Act of 1967
 - Americans with Disabilities Act of 1990
 - Genetic Information Nondiscrimination Act of 2008
- **Module 3 — Developing an Anti-Harassment Policy**
 - Purpose of an Anti-Harassment Policy
 - Elements of an Anti-Harassment Policy
 - Accessing the Policy
 - Educating Employees
 - Model Policies
- **Module 4 — Policies in the Workplace**
 - Steps to a Healthy Work Place
 - Sample of an Anti-Harassment Policy Statement
 - Employee's Rights and Responsibilities
 - Employer's Rights and Responsibilities
- **Module 5 — Proper Procedures in the Workplace**

- If You are Being Harassed
- If You are Accused of Harassment
- Reporting Options
- The Investigation
- Reaching a Solution
- **Module 6 — False Allegations**
 - How to Address the Situation
 - Confidentiality
 - Monitoring the Situation
 - Retaliation
 - Appeals
- **Module 7 — Types of Harassment**
 - What Is Religious Discrimination?
 - Identifying Harassment
 - What Does Not Constitute Workplace Harassment
 - Before You Decide
- **Module 8 — Sexual Harassment**
 - A Brief History
 - Defining Sexual Harassment
 - Elements of Harassment
 - Common Scenarios
 - The Aftermath of Sexual Harassment
- **Module 9 — Mediation**
 - What is Mediation?
 - Getting Help from Outside Organization
 - Deciding if it is Right
 - How to Implement Mediation
 - Other Options
- **Module 10 — Conflict Resolution**
 - How to Resolve the Situation
 - Seeing Both Sides
 - Steps to Conflict Resolution
 - Deciding the Consequence
- **Module 11 — The Aftermath**
 - How to Move On
 - Monitoring the Situation
 - Learning from Mistakes
 - Tips for Moving Forward
 - Going Forward
- **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-8567 · 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.