



Increasing Your Happiness

SEHG-PD-2119 · Business · approx. 11 min seat time · English · 100% online, self-paced

Accreditation & industry alignments: none verified on record — institutional accreditor mapping pending

COURSE DESCRIPTION

It might sound a little strange to say that we should be happy at work. After all, it's called work! But we spend more time at our jobs than we do engaged in almost any other activity. If we're unhappy at work, we're likely to feel the effects in other areas of our lives, too. Finding ways to be happy at work not only brings you greater productivity and greater job satisfaction, but will help you achieve greater overall mental, emotional, and physical health.

Personal Development course: Increasing Your Happiness.

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.

SKILLS & LEARNING OUTCOMES

Upon completion, the student will be able to:

- Discuss how planning ahead cultivates workplace happiness
- Create a nightly routine and daily plan
- Relate more effectively to others in the workplace
- Understand how the workspace environment impacts happiness
- Think more positively
- Take actions that will create greater workplace happiness

WHAT'S INCLUDED

- 1 clock hour(s) of self-paced online learning
- 13 course modules
- 11 instructional videos — 11 minutes of total video runtime
- This syllabus (PDF), downloadable for reference
- Official SEHG Certificate of Completion upon finishing the course
- Language editions: English

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 — Plan Ahead for Happiness**
 - Have a Nightly Routine
 - Get at Least 8 Hours of Sleep
 - Wake Up Early Enough for Some "Me" Time

- Give Yourself Time to Arrive at Work Early
- **Module 3 — Plan Your Day**
 - Arrive 10-15 Minutes Early
 - Check for Action Items
 - Create a To-Do List for the Day
 - Build in Breaks
- **Module 4 — Relate to Others**
 - Greet Your Colleagues
 - Smile! Fake It If You Have To!
 - Build Your Support Team
 - Take Time to Socialize
- **Module 5 — Go to Your Happy (Work) Space**
 - Create a Workspace That Makes You Happy
 - Clear the Clutter
 - Bring in Personal Touches
 - Add Some Green!
- **Module 6 — Accentuate the Positive**
 - Use a Daily Affirmation
 - Surround Yourself With Positive People
 - Limit Your Negative Interactions
 - Build Friendships
- **Module 7 — Use Your Benefits**
 - Use Your Vacation and Paid Time Off!
 - Gym or Health Club Memberships
 - Employee Assistance Programs
 - Explore Other Benefits
- **Module 8 — Take Control of Your Career Happiness**
 - Take Control of Your Professional Development
 - Seek Frequent Feedback
 - Practice Professional Courage
 - Seek Mentoring, and Seek to Mentor Others
- **Module 9 — Set Boundaries**
 - Learn to Say No
 - Learn to Say Yes
 - Protect Your Downtime
 - Know When to Call It a Day
- **Module 10 — Practice Positivity**
 - Keep Your Interactions Positive
 - Practice Gratitude
 - Address Conflict and Misunderstandings Directly
 - Look for the Silver Lining
- **Module 11 — Choose to Be Happy**
 - Happiness is a Choice
 - Choose Your Stress Response
 - Do One Thing Every Day That You Love and Enjoy
 - Seek to Make Positive Changes
- **Module 12 — Assessment**
- **Module 13 — Wrapping Up**
 - Course Summary

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-PD-2119 · 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.