



Recognizing Employee Excellence

SEHG-SM-2695 · Business · approx. 11 min seat time · English · 100% online, self-paced

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

COURSE DESCRIPTION

The success of any business is intricately tied to its employees, making them invaluable assets within the professional environment. When we recognize their excellence, we do more than just validate their hard work; we pave the way for a workplace culture of motivation and drive. Employee recognition is the timely acknowledgement of a person's or team's behavior, effort, or business result that supports the organization's goals and values. Many corporations are now realizing the immense potential of building a recognition culture, and are consequently experiencing the numerous benefits this strategic move brings along. Recognition and rewards of our efforts at work do not just make us feel good, but it also motivates us to maintain high standards and continually strive for excellence. The Recognizing Employee Excellence course will provide participants with the tools to design an employee recognition program, develop effective recognition strategies, and ensure that recognition is both fun and tailored to employee needs. With these insights, participants will be better able to align their teams' efforts with the company's vision, leading to increased job satisfaction, higher productivity, and improved business results.

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:

- Define recognition, appreciation, and rewards
- Explore the types of recognition and rewards
- Determine ways to create a recognition culture
- Identify the important steps in designing a recognition program
- Determine effective recognition strategies and best practices
- Explore the connection between recognition and well-being

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 — Module One**
 - Recognition Basics
 - A Recognition Culture
 - Appreciation vs. Recognition
 - Maslow's Hierarchy of Needs
 - The Benefits
 - The Psychology of Recognition
- **Module 3 — Module Two**
 - Types of Recognition
 - Peer-to-Peer Recognition
 - Manager-to-Employee Recognition
 - Team Recognition
 - Celebrating Milestones
 - Performance-Based Recognition
- **Module 4 — Module Three**
 - Types of Rewards
 - Recognition vs. Rewards
 - Extrinsic vs. Intrinsic Rewards
 - Monetary Rewards
 - Non-Monetary Rewards
 - Wellness-Based Rewards
- **Module 5 — Module four**
 - Creating a Recognition Culture
 - Align Recognition to Values
 - Leadership Commitment
 - Fun Recognition Initiatives
 - Recognize Excellence Beyond Metrics
 - Offer Responsibility
- **Module 6 — Module Five**
 - Designing a Recognition Program
 - Setting Clear Objectives
 - Launching the Recognition Program
 - Communicating the Program to Employees
 - Tracking Success
 - Sustainability and Long-Term Planning
- **Module 7 — Module Six**
 - Effective Recognition Strategies
 - Tailoring Recognition to Individual Employees
 - Formal Recognition Programs
 - Informal and Spontaneous Recognition
 - Recognition for Remote Work
 - Social Media Strategies
- **Module 8 — Module Seven**
 - Recognition Best Practices
 - Frequency of Recognition
 - Timeliness of Recognition
 - Sincerity and Personalization
 - Public vs. Private

- Implementing Best Practices in the Organization
- **Module 9 — Module Eight**
 - Recognition and Well-Being
 - Understanding the Connection
 - Promoting a Positive Work Environment
 - Recognizing Work-Life Balance
 - Creating Personal Goals
 - Sense of Belonging
- **Module 10 — Module Nine**
 - Feedback and Performance Recognition
 - Providing Constructive Feedback
 - Celebrating Goal Achievements
 - The Role of Emotional Intelligence
 - Driving Continuous Improvement
 - Elevating Recognition in Meetings
- **Module 11 — Module Ten**
 - Overcoming Challenges
 - Dealing with Recognition Inequality
 - Avoid Recognition Fatigue
 - Budget Constraints
 - Making It Personal
 - Beyond Yearly Recognition
- **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-SM-2695 · 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.