



Top 10 Sales Secrets

SEHG-SM-5959 · Business · approx. 6 min seat time · English · 100% online, self-paced

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

COURSE DESCRIPTION

Sales & Marketing course covering top 10 sales secrets. 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
- 6 instructional videos — 6 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 — Effective Traits**
 - Assertiveness
 - Emotional Intelligence
 - Solve Problems
 - Close
- **Module 3 — Know Clients**
 - Research
 - Customer Values
 - Customer Needs
 - Anticipate Needs
- **Module 4 — Product**
 - Know Your Product
 - Believe in the Company and Product
 - Be Enthusiastic
 - Link Product to Customer's Values
- **Module 5 — Leads**
 - Sift Leads
 - Time vs. Cost of Pursuing Leads

- Let Go of Leads Going Nowhere
- Focus on Positive Leads
- **Module 6 — Authority**
 - Develop Expertise
 - Know Your Competition
 - Continue Education
 - Solve Customer Problems Using Authority
- **Module 7 — Build Trust**
 - Testimonials
 - Be Transparent
 - Be Genuine
 - Take on Customers' Point of View
- **Module 8 — Relationships**
 - Listen Actively
 - Communicate Often
 - Rewards
 - Build New Relationships
- **Module 9 — Communication**
 - Be Prepared, Not Scripted
 - Use Humor
 - Be Yourself
 - Thank and Reward
- **Module 10 — Self-Motivation**
 - Value Your Work
 - Reward Achievements
 - Focus on Success
 - Do Not Procrastinate
- **Module 11 — Goals**
 - SMART Goals
 - Long-Term Goals
 - Short-Term Goals
 - Track and Modify
- **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-SM-5959 · 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.