



Responsibility In The Workplace

SEHG-WPE-2323 · Business · approx. 11 min seat time · English · 100% online, self-paced

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

COURSE DESCRIPTION

Workplace Essentials course covering responsibility in the workplace. 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
- 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 · 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 — Accountability Ladder**
 - What is the Reality?
 - Take Ownership
 - Find Solutions
 - Implement Solutions
- **Module 3 — Examples of Responsibility**
 - Admitting to a Mistake
 - Completing Work Shift
 - Pulling Weight in Group Tasks
 - Meeting Deadlines
- **Module 4 — Importance**
 - Work Quality
 - Work Productivity
 - Employee Engagement
 - Employee Morale
- **Module 5 — Benefits**
 - Individual Success
 - Build Trust With Co-Worker

- Build Trust With Organization
- Success of Organization
- **Module 6 — Characteristics of Responsible People**
 - Humble
 - Transparent
 - Promise Keeper
 - Proactive
- **Module 7 — Barriers**
 - No Direction
 - No Ownership
 - No Commitment
 - No Resilience
- **Module 8 — Overcome Barriers**
 - Create Clear Goals
 - Provide Resources
 - Allow and Provide Feedback
 - Mentorship
- **Module 9 — Increasing Responsibilities**
 - Prioritize Tasks
 - Communicate Expectations
 - Incentive Programs
 - Consequences
- **Module 10 — Accountability Software**
 - WorkZone
 - Jira
 - Samepage
 - ProWorkflow
- **Module 11 — Accountability Software II**
 - TaskQue
 - Monday.com
 - Asana
 - Trello
- **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-WPE-2323 · 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.