



Respect In The Workplace

SEHG-WPE-4444 · 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 respect 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 — What is Respect?**
 - Defining Respect
 - Self-Respect
 - Owed Respect vs. Earned Respect
 - Measuring Respect
 - Respect for the Workplace
- **Module 3 — The Respectful Employee**
 - Common Characteristics
 - The Importance of Mutual Respect
 - Earning Respect
 - Enhancing Professionalism
 - Being Liked vs. Being Respected
- **Module 4 — Disrespectful Behavior**
 - Why These Behaviors Arise
 - Discrimination
 - Bullying
 - Harassment
 - What is Not Harassment?

- **Module 5 — Managing Emotions**
 - Meaning of Emotions
 - Negative Emotions at Work
 - Choosing Your Reactions
 - Absorbing Other People's Emotions
 - The Positive Outcome
- **Module 6 — Respectful Communication Approaches**
 - Self-Awareness
 - Active Listening
 - Nonverbal Communication
 - Verbal Communication
 - Constructive Disagreement
- **Module 7 — The Inclusive Mindset**
 - The Inclusive Leader
 - Diversity vs. Inclusion
 - Types of Workplace Diversity
 - Creating an Inclusive Workplace
 - The Power of Words
- **Module 8 — Emotional Recognition**
 - Recognition and Respect
 - The Halo Effect
 - Giving Recognition
 - The Communication Component
 - Improving Employee Recognition
- **Module 9 — The R's of Respect**
 - Recognition
 - Responding
 - Reporting
 - Roles and Responsibilities
 - Rising Above
- **Module 10 — Building a Respectful Workplace**
 - It Starts with You
 - Team Contribution
 - Respecting Space and Boundaries
 - Workplace Ethics
 - Policies on Respect
- **Module 11 — Benefits to the Business**
 - Productivity and Knowledge
 - Employee Engagement
 - Job Satisfaction
 - Stress Reduction
 - The Welcoming Environment
- **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-4444 · 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.