



Networking Outside The Company

SEHG-WPE-8843 · Business · approx. 10 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 networking outside the company. 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
- 10 instructional videos — 10 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 — The Benefits of Networking Outside of Work**
 - Create a Solid Network
 - Meet Strategic Alliance Partners
 - Generate Leads
 - Position Yourself
- **Module 3 — Networking Obstacles**
 - Time Constraints
 - Saying the Wrong Thing
 - Where to Go to Network
 - Fear of Rejection
- **Module 4 — Networking Principles**
 - Develop Contacts
 - Organize Your Contacts
 - Follow-Up
 - Maintain Relationships
- **Module 5 — Why Network**
 - Gain Trust

- Be Visible
- Be an Insider
- Gain Advantage
- **Module 6 — How to Build Networks**
 - Physical Networking Groups
 - Attend Networking Events
 - Social Networking Sites
 - Create Networking Referral Lists
- **Module 7 — Online Networking Tools**
 - Social Networks
 - Blogs
 - Chat Rooms
 - Email
- **Module 8 — Develop Interpersonal Relationships**
 - Be Specific
 - Keep Your Word
 - Maintain Boundaries
 - Invest Time
- **Module 9 — Common Networking Mistakes**
 - Taking Before Giving
 - Assumptions
 - Reaching Too High
 - Assume Tools Create Connections
- **Module 10 — Time Management**
 - Prioritize Contacts
 - Create Group Activities
 - Connect Online
 - Schedule Your Network Activities
- **Module 11 — Manage Personal and Professional Networks**
 - Be Responsive
 - Give Back
 - Separate Personal and Business Activities
 - Stay Physically In-touch
- **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-8843 · 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.