



Networking Within The Company

SEHG-WPE-9830 · Business · approx. 6 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 within 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
- 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 — The Benefits of Networking at Work**
 - Gain Connections
 - Shared Knowledge
 - Increase Opportunity
 - Improve Image
- **Module 3 — Networking Obstacles**
 - Confusion About The Definition Of Networking
 - Personality Traits
 - Cultural Barriers
 - Personal Pride
- **Module 4 — Networking Principles**
 - Relationships
 - Listen
 - Offer Value
 - Build Trust
- **Module 5 — How to Build Networks**
 - Meet New People
 - Be Polite

- Follow up
- Allow Relationships to Develop Naturally
- **Module 6 — Recognize Networking Opportunities**
 - Formal Networking
 - Informal Networking
 - Workday Opportunities
 - Always Be Ready to Network
- **Module 7 — Common Networking Mistakes**
 - Not Meeting New People
 - Not Following Through
 - High Expectations
 - Being Professional
- **Module 8 — Develop Interpersonal Relationships**
 - Be Genuine
 - Dialogue
 - Maintain Boundaries
 - Invest Time
- **Module 9 — Online Networking Tools**
 - Social Networks
 - Blogs
 - Chat Rooms
 - Email
- **Module 10 — Time Management**
 - Prioritize Contacts
 - Create Group Activities
 - Connect Online
 - Schedule Your Networking Activities
- **Module 11 — Maintaining Relationships Over Time**
 - Contact Networks Regularly
 - Be Honest
 - Give Personal Attention
 - Limit Networks to a Manageable Size
- **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-9830 · 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.