COURSE SYLLABUS

Creating Healthy Boundaries for Federal Employees Course (Self-Paced)

Learn practical strategies for federal employees to set and maintain healthy workplace boundaries while managing mission demands, workload, and hybrid work environments.

> Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/creating-healthy-boundaries-for-federal-employees-course-self-paced



support@graduateschool.edu •
(888) 744-4723

Course Outline

Module 1: Why Boundaries Matter for Federal Employees

- Mission pressure, telework, and the always-on trap
- Boundaries as a sustainability skill
- Reflection: Where am I leaking energy?

Module 2: The Anatomy of a Healthy Boundary

- Boundaries vs. rigid rules vs. disengagement
- Internal boundaries: time, attention, emotion
- External boundaries: people, requests, channels

Module 3: Communicating Boundaries at Work

- Language that holds without escalating
- Saying no without saying "no"
- Activity: Write three boundary scripts

Module 4: Boundaries in Telework and Hybrid Settings

- Inbox, calendar, and notification hygiene
- Separating work and home space
- After-hours requests and on-call expectations

Module 5: Capstone — Your Boundary Plan

- Capstone Activity: Personal Boundary Plan
- Closing: Holding the line over the long run