COURSE SYLLABUS

Creating Healthy Boundaries for Federal Employees Course

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



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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