DATE

REQUEST FOR APPROVAL/REIMBURSEMENT

COURSE NAME:

Boundaries Over Burnout Intensive™

INSTITUTION:

Amy Green Smith, cpcc, cht https://amygreensmith.com/

COURSE INFORMATION:

The Boundaries Over Burnout Intensive is a 90-day professional development program focused on communication effectiveness, workplace boundary-setting, and stress management for experienced professionals.

The program is structured around four stages of change. By the end of the 90 days, participants are able to:

- **Identify and interrupt burnout before it escalates** - recognizing the specific patterns, relationships, and unspoken expectations driving their exhaustion, and intervening early rather than waiting until they hit a wall.
- **Communicate with confidence and grace at the same time** - stating a decision, a "no," or a differing opinion clearly and directly, delivered with the kindness that keeps the message landing as collaborative rather than combative.
- **Walk into a difficult conversation prepared and grounded** - with a clear plan for what to say and how to say it, and keep the exchange productive even if the other person becomes defensive or emotional.
- **De-escalate tense moments in real time, including in writing** - turning a triggering email, text, or comment into a calm, thoughtful response that addresses the actual issue clearly and with peace, rather than reacting, shutting down, or letting it spiral.

A central component of the program is applied practice. Rather than working from curriculum alone, participants complete weekly assignments built around their own real workplace relationships and correspondence, putting each skill to use in actual situations as they learn it. This builds habits that carry directly into day-to-day professional interactions.

This applied practice reflects a core principle of Ms. Smith's coaching methodology: that effective communication requires directness paired with "grace and kindness" in order to foster respect for the relationship. Participants have 24/7 access to an AI coaching assistant built specifically around the program curriculum and Ms. Smith's methodology. They can bring real workplace situations to it, such as a difficult message to draft or a conversation to prepare for, and receive customized guidance in the moment as new situations arise throughout the

program. The assistant is private to each participant, and strict confidentiality is built into its design.

Program content draws on established frameworks in organizational psychology, including Self-Determination Theory (Deci & Ryan), the research of Dr. Brené Brown, and the work of Dr. Valerie Rein, applied specifically to workplace communication, decision-making, and interpersonal effectiveness.

BENEFIT TO MY ROLE:

ABOUT THE COURSE CREATOR/FACILITATOR:

Amy Green Smith is an award-winning leadership coach and communication expert with over two decades of experience teaching leaders how to navigate difficult conversations and communicate with clarity and impact.

During her decade in the corporate beauty industry, Amy served as a corporate regional trainer developing communication frameworks and conflict resolution strategies across multiple markets - experience that revealed the critical importance of productive dialogue in high pressure professional environments.

AMY GREEN SMITH, CHt, CPCC

AMYGREENSMITH.COM | HOLLER@AMYGREENSMITH.COM | 704.389.0750

Amy now specializes in teaching the art of difficult conversations, strategic disagreement, and maintaining professional relationships amid conflict - skills essential for effective partnership dynamics.

Amy is creator of the WORTHY.™ Method and has been featured as a communication expert on over 150 media appearances and works extensively with both individuals and teams. Her credentials include a master hypnotherapist certification, CPCC from The Coaches Training Institute, ACC from the International Coaching Federation, and a bevy of specialty certifications focused on clear, kind, and effective communication.

Amy's approach combines practical communication frameworks with deep understanding of interpersonal dynamics, helping teams navigate challenging conversations while preserving relationships and advancing strategic objectives.

DURATION:

90 Day Program – Self-Paced
Course Content - 9.5 hours

COURSE INVESTMENT:

AMY GREEN SMITH, CHt, CPCC

AMYGREENSMITH.COM | HOLLER@AMYGREENSMITH.COM | 704.389.0750