



Continuing Studies

January — May 2025



Lifelong learning for all ages.

In-class and online courses designed
to help you unlock your full potential.

Continuing Studies at YukonU offers flexible learning opportunities to help you continue your education, upgrade your skills or discover something entirely new. We develop our suite of personal and professional development courses around a commitment to advancing the interests and lives of Yukoners, like you. We hope to inspire dreams, reveal passions and change lives throughout the territory.

Courses are led by industry leaders, local and national experts. YukonU can customize any of our training opportunities to meet the learning solutions you need—right here at home in the Yukon—and inspire the very best in you, our learner.

How to register

By phone

867 668 8710 ext. 2 or
1 800 661 0504 (toll free)

Quote the CRN found in the course description.

In person

500 University Drive, Whitehorse

Come to the Admissions Office, across from the Campus Store.

By email

Registrations@yukonu.ca

If you are in a community, contact your community campus.

Online

In order to self-register through online registration, you will need to meet the following criteria to ensure you have an account:

- You have been a student (taken a course or program) at YukonU or Yukon College in the past five years; or
- You have contacted Admissions to set up (and you have) your Yukon University ID (student number); and
- You will be paying by credit card or Visa Debit.

Note: Before going to online registration, record the specific CRN (Course Reference Number) for the course and dates you select. You will need this CRN in the online registration system to select and pay.

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- Neurodiversity at Work
- Narrative Therapy

Professional Development



Whether you are exploring a new professional path or refreshing your skills, these programs and courses will help you maximize your potential in the workplace and beyond. Our instructors, bringing their industry and personal expertise directly into the classroom, are passionate about teaching and committed to the success of participants. Join a community of learners dedicated to personal and professional growth!

Looking for more information?

Reach out to our team!

YukonU.ca/CS
ce@yukonu.ca
867 668 5200

Professional Skill Development

NEW

Time Management: Strategies for Personal & Professional Efficiency

Date Jan 28
Time Tues • 9am – 4:30pm
Code ADMN CE01 • CRN 90005
Fee \$299 + GST

Boost your productivity and reclaim your time with this one-day course focused on personal and professional efficiency. Explore how setting meaningful goals and using prioritization techniques like the 80/20 rule and the Eisenhower principle can enhance your focus. Create a personalized organizational plan, tackle procrastination, streamline routines, and gain tools to handle any interruption with confidence. Take control of your time and elevate your productivity for a more organized, fulfilling life.

NEW

Understanding Finances Non-Profits and Small Businesses

Date Feb 5
Time Wed • 9 – 4:30pm
Code MANG CE12 • CRN 90104
Fee \$299 + GST

Ideal for non-profit leaders/staff and small business owners, this course strengthens your financial management skills. You'll learn to manage budgets, work with finance teams, interpret statements, and ensure reporting compliance. Hands-on exercises will cover budgeting, strategic planning, and financial scheduling for informed, sustainable decisions.

NEW

Social Media 101

Date April 8
Time Tues • 9am – 4:30pm
Code COMM CE01 • CRN 90106
Fee \$299 + GST

This beginner-friendly course introduces the essentials of social media for enhancing brand visibility and engagement. You'll brainstorm key components of an introductory social media plan, explore platform features, and select the right tools for your strategy. Additionally, you'll gain insights into metrics for measuring impact and tracking success. By the end, you'll be ready to effectively harness social media to drive growth for your business and organization.

Communication In The Workplace

Date March 25 & 27
Time Tues/Thurs • 9am – 4:30pm
Code PERS CE02 • CRN 90009
Fee \$499 + GST

Enhance your professional interactions with this two-day course, designed to help you identify and overcome communication barriers. Through interactive activities, you'll learn to ask insightful questions, interpret non-verbal cues, and develop active listening skills. Gain confidence in navigating difficult situations while maintaining a positive work environment. By the end, you'll have a toolkit of effective communication strategies to build stronger relationships and succeed in any professional setting.

Leadership & Management

NEW

Leading with Purpose: Tools for New Supervisors

Date Feb 18 – 19
Time Tues/Wed • 9–4:30 pm
Code SUPR CE14 • CRN 90007
Fee \$499 + GST

This engaging two-day course is ideal for new or aspiring supervisors, team leads, and managers eager to enhance their leadership skills. You will explore practical tools and strategies designed to help you confidently navigate common challenges. Through interactive discussions and hands-on activities, you'll learn to foster a positive workplace culture and empower your team to thrive. Whether you're starting your leadership journey or refining existing skills, this course will equip you with the foundational knowledge and insights needed for success.

NEW

Leading in Times of Uncertainty

Date April 29
Time Tues • 9 – 4:30 pm
Code LEAD CE15 • CRN 90008
Fee \$299 + GST

In an ever-evolving world, leaders must navigate uncertainty by inspiring and motivating their teams while cultivating resilience and adaptability. This course teaches you to leverage ambiguity as an opportunity for innovation and growth. Through interactive discussions and case studies, you'll develop the skills and mindset needed to thrive as a leader in challenging times.

Administrative & Computer Skills

PRE

Excel Level 2

Date Feb 3 – 24
Time Mon/Wed • 5:30 – 8:30pm
Code EXCL 002 • CRN 90042
Fee \$499 + GST

In this interactive online course, you'll master Excel's advanced features. Confidently create complex formulas, analyze data with powerful functions and PivotTables, work seamlessly with tables, visualize information through dynamic charts, and enhance workbooks with graphical tools—all to elevate your data management and presentation skills.

Essential Administrative Professional

Date Feb 14
Time Fri • 9am – 4pm
Code ADMN 008 • CRN 90001
Fee \$299 + GST

As an administrative assistant, you are a key player in the workplace. This one-day course equips you with essential skills for efficient resource use, time management, effective communication, and teamwork. If you're an experienced assistant, you'll gain fresh tools to elevate your productivity and enhance your impact, making you an indispensable asset to your team.

Professional Minute-Taking

Date Feb 28
Time Fri • 9am – 4pm
Code MINU 001 • CRN 90002
Fee \$299 + GST

Become a minute-taking expert in your workplace or volunteer role! This course equips you with skills to create structured agendas, master minute-taking, and enhance your efficiency. With hands-on practice and templates, refine your skills for consistent, effective minute-taking.

The Outstanding Executive Assistant

Date April 4
Time Fri • 9am – 4pm
Code ADMN CE024 • CRN 90003
Fee \$299 + GST

Today's executive assistant (EA) role is not just about providing support; it's about forging a strategic partnership that drives success. In this dynamic one-day course, you'll explore the essential skills and tools needed to enhance your effectiveness as an EA in the modern workplace. You'll discover how to anticipate the needs of your executives, streamline processes, and elevate your contributions to the team.

Records Management for Administrative Professionals

Date April 11
Time Fri • 9am – 4pm
Code RECM CE02 • CRN 90004
Fee \$299 + GST

Are you finding it challenging to keep your records organized as an administrative professional? This engaging course is designed just for you! We'll simplify the record-keeping process, providing you with essential strategies to boost your efficiency. You'll learn how to manage records seamlessly, accurately track critical data, and implement sustainable procedures that ensure long-term success.

Conflict Management

Conflict Resolution

Date Feb 27 – 28
Time Thurs/Fri • 9am – 4:30 pm
Code CR CE02 • CRN 90010
Fee \$499 + GST

Conflict can be a catalyst for growth and innovation when managed effectively. In this engaging two-day course, you'll learn essential skills to navigate conflicts and transform challenges into positive outcomes. Explore escalation patterns, types of conflict, and master five key resolution strategies. By enhancing your self-awareness and empathy, you'll be equipped to achieve constructive resolutions that benefit all parties involved.

Bookkeeping



Bookkeeping Fundamentals Level 1

Date Apr 1 – 17
Time Tues/Thurs • 6 – 9pm
Code BOOK CE01 • CRN 90103
Fee \$595 + GST

This engaging online introductory course is perfect for anyone looking to build a solid foundation in bookkeeping principles, especially those with minimal experience. You'll acquire essential skills to manage financial transactions, maintain precise records, and prepare basic financial statements through a structured and interactive approach. The course is divided into three comprehensive parts, each highlighting crucial aspects of bookkeeping to ensure you develop a well-rounded understanding of the subject.

Human Resources

Whether you're a seasoned Human Resource professional or just starting out in the field, these courses are tailored specifically for you.

Composed of **eight** in-depth courses covering a wide range of HR topics, participants will gain practical insights and strategies that can be immediately applied to their roles.

Participants who successfully complete **two required core courses**, and a minimum of **four additional courses** in the series, will receive a notice of completion recognizing their dedication to professional growth and essential HR skills.

Onboarding & Mentoring

Date Feb 26, 27, and Mar 5
Time Wed • 9am – 4:30pm
Thurs • 1pm – 4:30pm
Code HRAC 005 • CRN 90059
Fee \$595 + GST

This course opens the door for you to explore impactful Onboarding, Orientation, and Mentoring strategies, revealing how these programs lay the groundwork for employee success. Dive into the essentials of onboarding that go beyond the basics, linking recruitment with organizational goals to foster cultural integration and long-term commitment. You'll gain valuable insights into how effective onboarding and mentoring can elevate workplace culture, boost retention, and inspire motivation, setting you up for success from day one.

HR Planning: Recruitment, Selection, & Retention

Date April 9, 10, 16
Time Wed • 9am – 4:30pm
Thurs • 1pm – 4:30pm
Code HRAC 004 • CRN 90093
Fee \$595 + GST

Effective Human Resources planning is vital in today's evolving organizational landscape. In this course, you will examine the impact of the external environment on staffing, strategic importance of staffing and alignment, current issues in staffing, decision making, the importance of KPIs, succession planning as well as the interdependence of staffing with other HRM functions.

NEW

Financial Literacy & Data Analytics for HR Professionals

Date May 3, 8 & 10
Time Sat • 9am – 4:30pm
Thurs • 5:30 – 8:30pm
Code HRAC CE03 • CRN 90047
Fee \$595 + GST

This comprehensive course is designed to enhance financial literacy and analytical skills essential for strategic organizational development in HR. You will learn to analyze key financial documents and understand the financial aspects of human resources management for informed decision-making. Additionally, the course introduces data analytics and key performance metrics, equipping you with the tools to optimize HR processes and drive organizational success.

Testimonial

"The *HR Professional Series* at Yukon University has been an invaluable investment in my career development. The curriculum is thoughtfully designed to blend practical HR skills with essential theory, equipping participants to handle real-world challenges confidently. The instructor of the course brings a wealth of industry experience and foster a supportive learning environment, making complex topics engaging and accessible. Completing this series has broadened my expertise, enhanced my strategic thinking, and provided me with the tools to make a meaningful impact in my organization's HR functions. I highly recommend it to anyone looking to advance their HR knowledge and career."

- Bronwyn Pasloski, Principal & Owner of Sage Consulting

Project Management

Yukon University can support your professional development through a comprehensive series of project management courses and certificate programs.

These programs are based on the Project Management Institute's (PMI's) standards and guidelines, use the Project Management Body of Knowledge (PMBOK), offer Professional Development Units (PDU), and give you access to the Certification Preparation Workshops.

All courses are offered in partnership with National Project Management Inc.



Project Management

Essentials Part 1

Date Feb 3 – 5
Time Mon/Tues/Wed •
9am – 5pm
Code PROJ 001 • CRN 90049
Fee \$997.50 + GST

Are you a new project manager or someone without formal project management training? This course provides a comprehensive overview of project management techniques aligned with PMI standards. You'll engage with theory and practical examples interactively, allowing you to apply your newly acquired skills immediately. Upon successful completion, you will earn 21.5 hrs of approved project management education credits towards new applications for Project Management Professional (PMP)® and Certified Associate in Project Management (CAPM)® Certification from PMI.



Project Management

Essentials Part 2

Date Feb 6–7
Time Thurs/Fri • 9am – 5pm
Code PROJ 003 • CRN 90050
Fee \$997.50 + GST

As a continuation of Project Management Essentials Part 1, this course equips you with practical skills to navigate common project management challenges, such as changing requirements, scope adjustments, limited resources, and difficult clients. Grounded in PMI best practices, you'll benefit from interactive instruction and real-world industry examples, empowering you with essential tools for effective project management. Upon successful completion, you will earn 15 hrs. of approved project management education credits towards new applications for Project Management Professional (PMP)® and Certified Associate in Project Management (CAPM)® Certification from PMI.



Project Management Professional Exam Certificate Prep

Date Feb 26–28 / March 6–7
Time Wed-Fri/Thurs–Friday •
9am – 5pm
Code PROJ 002 • CRN 90051
Fee \$1997.50 + GST

Certification from PMI is the industry standard for showcasing your competence and foundational project management skills. This course is designed to prepare you for the PMI Project Management Professional (PMP) exam and provides the necessary educational credits for new applications. You'll receive everything you need to succeed, including a comprehensive review of all PMI knowledge areas, a reference binder, exam simulation software, and the best-selling PMP Prep Study Guide. Upon successful completion, you will earn 35 hrs of approved project management education credits towards new applications for Project Management Professional (PMP)® and Certified Associate in Project Management (CAPM)® Certification from PMI.



Project Management for Administrative Professionals

Date April 24–25
Time Thurs/Fri • 9am – 5pm
Code PROJ CE02 • CRN 90052
Fee \$997.50 + GST

Tailored for executive assistants and administrative professionals, this course teaches you to apply project management processes to support multiple projects and teams effectively. You'll learn to plan, prioritize, and manage projects on time and within budget while meeting stakeholder expectations. Upon successful completion, you will earn 15 hrs. of approved project management education credits towards new applications for Project Management Professional (PMP)® and Certified Associate in Project Management (CAPM)® Certification from PMI.



Project Communication & Stakeholder Management

Date May 29–30
Time Thurs/Fri • 9am – 5pm
Code PROJ CE06 • CRN 90053
Fee \$997.50 + GST

Develop your skills to create, monitor, and manage effective project communication plans. You'll explore stakeholder management and engagement strategies, including techniques for identifying project stakeholders, creating a stakeholder engagement matrix, and effectively managing stakeholder involvement to achieve your project objectives. This course will empower you to foster collaboration and ensure all stakeholders are aligned throughout the project lifecycle. Upon successful completion, you will earn 15 hrs. of approved project management education credits towards new applications for Project Management Professional (PMP)® and Certified Associate in Project Management (CAPM)® Certification from PMI.

Testimonial

As a Program Coordinator, the *Project Management Essentials 1* course was extremely beneficial to my day-to-day work; I can address situations with confidence due to the conflict management and project pre-planning skills I gained. Since completing this course, I have been very motivated to take on new tasks that I normally would hesitate to. I learned how to actively listen to colleagues and to delegate tasks. I highly recommend this course to anyone that is looking to gain management skills, in any position of their workplace.

- Chantelle Butler, Program Coordinator

Personal Interest

NEW

Astronomy for Beginners

Date Jan 30 – Feb 8

Time Thurs • 6 – 9pm
Sat • 6 – 9pm

Code ASTR CE01 • CRN 90058

Fee \$449 + GST

Begin your journey as an amateur astronomer in the Yukon! Learn the movements of the Earth, Moon, and Sun, explore the Zodiac and constellations, and identify celestial objects using star maps, binoculars, and telescopes. Tour the Yukon Astronomical Society's observatory, enjoy interactive presentations, and observe Jupiter, Mars, and galaxies through high-quality telescopes. This course offers a blend of theory and observation, with outdoor sessions adjusted for weather as needed.

Yukon Master Gardener

Date Feb 4 – Mar 1

Time Tues/Thurs • 5:30–8:30pm
Sat • 9–4pm

Code GARD 010 • CRN 90092

Fee \$449 + GST

In partnership with the Yukon Agriculture Branch, the Yukon Master Gardener course enhances your gardening expertise with a focus on effective management strategies for cold climates. This course covers a diverse range of topics, including plant botany, outdoor gardening, greenhouse management, pest control, and ornamental horticulture. Led by a team of expert instructors, you'll gain practical knowledge and skills to thrive as a gardener in the Yukon.

Customized courses

Together, we can explore how to meet your organization's needs.

Continuing Education

867 668 5200

ce@yukonu.ca

YukonU.ca/CS

Are you looking at providing customized training for your staff or team members? We can support you! We can customize many of our professional training opportunities, right here at home in the Yukon. Our team will work with you to design and provide customized learning experiences, drawing from relevant northern content. Whether face-to-face or online, we'll provide the training required to empower your team to achieve personal and organizational success.

Our Continuing Studies staff and instructors are industry experts and practitioners. Together, we take pride in creating superior courses and programs to develop and enhance the talents of your team, organization, and community.

Your vision, mission, and goals matter—we can help you bring them to life.

Our past and present clients include Yukon Government Departments of Health and Social Services, Highways and Public Works, Energy Mines and Resources; Yukon Energy Corporation; Yukon Workers' Compensation Health and Safety Board; Tr'ondëk Hwëch'in Government and Teslin Tlingit Council. We can customize any of our training programs for your organization or team.

Northern Institute of Social Justice



Are you interested in short, interactive training courses about social issues in the Yukon context? Join us for training courses and short webinars on a wide range of topics.

The Northern Institute of Social Justice (NISJ) offers courses on topics ranging from awareness and response to crisis, difficult interactions and traumas, to mental health and wellness issues, administrative justice, and Yukon First Nations 101.

Our courses are intended for:

- Employees working with clients, colleagues, and communities in responding to social issues.
- Anyone interested in a course topic for personal or professional development.
- Members of boards or tribunals interested in administrative justice practice, procedures and decision writing.

We offer a safe space to ask questions, discuss issues and explore tools for responding to challenges and possibilities that these issues present.

Don't miss out on new or customized course offerings!

Course development and delivery occurs throughout the year. Check our website or ask us about other training opportunities. We can customize training to meet organization-specific needs.

YukonU.ca/NISJ
nisj@yukonu.ca
867 456 8589



Intimate Partner Violence and Family Law – Part 2

Date Jan 15
Time 10am – 12:00pm
Code JUST CE130 • CRN 90060
Fee FREE

Instructor: Pamela Cross

Registration deadline: Jan 8

Delivered live streamed via Zoom.

Are you interested in deepening your understanding of the realities of family law for IPV survivors? This webinar explores:

- How to find and present strong evidence of IPV
- Managing parenting with an abusive ex-partner: child abduction, moving with children, safe communication, dealing with non-compliance
- Safety planning for the court process and after
- Pros and cons of litigation and alternate dispute resolution
- Role of lawyers and advocates

The prerequisite for this webinar is Intimate Family Violence and Family Law Part 1.

If you or someone close to you is a victim or survivor of intimate partner or gender-based violence, some of the content of this webinar may be challenging. We encourage you to put in place whatever supports you think you may need, including having someone with you, so you can engage in the webinar in a way that works for you, whether that is listening, or offering comments, or asking questions.

Instructor Pamela Cross, a feminist lawyer, uses an intersectional feminist analysis/framework, recognizing that, while men, trans and non-binary folk can be victims of IPV, the victims of the most serious forms of coercive controlling and physical abuse, including lethal violence, are people who identify as women.



Caregiving Through Loss and Grief - For Frontline Professionals and Family Caregivers

Date Jan 21, 28 Feb 4, 11 & 18
Time 9:30 – 11:00am
Code JUST CE106 • CRN 90011
Fee \$175 + GST

Instructor: Hospice Yukon Society

Registration deadline: Jan 17

Delivered live streamed via Zoom.

Caregiving often involves grief, both our own and the grief of those we care for. Developing awareness of the complex and often hidden losses that affect caregivers can help us feel more confident and satisfied in our caregiving role.

This 5-part live streamed course focuses on unique needs of family and professional caregivers. Some themes and topics include:

- The nature of grief and how it affects caregivers
- Understanding cumulative, anticipatory and ambiguous loss
- Identifying compassion fatigue and burnout
- Information about mindfulness and stress reduction
- Creating simple, meaningful grief rituals
- Tools for listening and staying present
- Practical, sustainable tools for daily self-care.



Beyond the Binary: The Evolution of Gender

Date Jan 23
Time 10 – 11:30am
Code JUST CE132 • CRN 90062
Fee FREE

Instructor: Meg Grudeski and Erin Legault

Registration deadline: Jan 20

Delivered live streamed via Zoom.

NOTE: This webinar will evolve and change in response to feedback, updated terminology and on-going insights and learnings.

Are you curious, hopeful and determined to support the folks in your life who identify as gender diverse, or just become more informed and inclusive? This webinar was designed to help educate and bring awareness to the ever-evolving world of gender. What was once a binary system, has significantly evolved. As a result, some folks may feel confused, concerned about misinformation and desiring more knowledge.

This webinar provides insights and education about terminology, ways to be inclusive and respectful, and some of the workplace considerations.

And because mistakes will happen, we'll explore how to manage these blunders; and explore some common questions.

NEW

13 Factors of Psychological Health & Safety

Date Jan 24
Time 8:30am – 4:30pm
Code JUST CE139 • CRN 90079
Fee \$175 + GST

Registration deadline: Jan 21

Date May 2
Time 8:30am – 4:30pm
Code JUST CE139 • CRN 90080
Fee \$175 + GST

Registration deadline: April 25

Instructor: Marie Fast

In-person at YukonU in room C1530.

The workshop focusses on the foundation of Psychological Health and Safety (PHS) at work, and explores 13 factors shown to contribute to a psychologically healthy and safe workplace:

- Organizational culture
- Psychological and Social Support
- Clear Leadership and Expectations
- Civility and Respect
- Psychological Competencies and Demands
- Growth and Development
- Recognition and Reward
- Involvement and Influence
- Workload Management
- Engagement
- Balance
- Psychological Protection
- Protection of Physical Safety

Each factor is examined, and a format provided for brainstorming, considering, identifying, and selecting actions that could support each factor. A bibliography, list of resources, and list of references is also provided.

FASD Informed Support

Date Jan 30
Time 9am – 4pm
Code FASD 010 • CRN 90098
Fee \$50 + GST

Instructor: Neena MacKinnon

Registration deadline: Jan 23

In-person at YukonU in room C1440.

Do you want basic information about FASD, the various ways it impacts individuals, and how to best respond to someone who may have FASD?

Fetal Alcohol Spectrum Disorder has been a topic of discussion for the last 50 years yet remains shrouded in questions. This introductory course seeks to dispel myths, highlight current research, answer questions about this misunderstood disability; and help participants better understand:

- why FASD is not "100% preventable",
- the magnitude of people impacted by FASD, and
- how to create more productive environments for people impacted by this disability.

This course approaches FASD with respect, dignity, and a commitment to uphold inherent human worth for all people impacted by prenatal alcohol exposure.

De-escalating Potentially Violent Situations

Date Feb 5
Time 9am – 4:30pm
Code JUST CE75 • CRN 90109
Fee \$329 + GST or \$299 + GST early bird registration by Jan 15.

Instructor: Ofelia Tatu

Registration deadline: January 22, 2025

Late registration until Feb 4, through CTRI by emailing sam@ctrinstitute.com

In-person at YukonU in room T1023.

Do you work in an environment where there is potential for violence? This workshop focuses on de-escalating potentially violent situations through assertiveness and interpersonal communication. Topics include:

- The Physical Violence Spectrum
- Rating Your Workplace Risk Levels
- Anger Cycle and Escalation
- Anger Styles Assessment Questionnaire
- Warning Signs of Potential for Violence
- Approaching, Containment, and Problem-Solving Strategies
- The Aggression Defusing Process
- When and How to Disengage
- Special Considerations for Unique Situations
- Addressing Enablers of Violence

Administrative Law for Advocates

Date Feb 7
Time 9am – 4:30pm
Code JUST CE134 • CRN 90064
Fee \$125 + GST

Instructor: Jaime Mellot

Registration deadline: Feb 3

In-person at YukonU in room C1530.

Are you a frontline worker whose job includes advocating on behalf of clients? Will you be appearing before a committee, board or tribunal? Are you wondering where to start? This course offers a practical, interactive and engaging introduction to administrative law for advocates. Topics include:

- Administrative Law for Advocates – Helping you help others – what is it?
- Advocacy – what is it?
- How to read law
- File management – how do I keep track?
- Meeting with Client
- Defining the Issues
- Facts, evidence, argument
- Method of Proceeding
- Hearings

This course uses presentation, discussion, and a mock hearing to help you get ready and get set to advocate.



Leading Through Fatigue, Complexity and Uncertainty

Date Feb 12
Time 10am – 11:30am
Code JUST CE135 • CRN 90065
Fee FREE

Instructor: Nicole Morgan

Registration deadline: Feb 7

Delivered livestreamed via Zoom.

How can leaders remain resilient and optimistic when expectations are high, change is constant, and workloads growing? Today's leaders share common challenges like:

- Change fatigue,
- Managing workplace conflicts,
- Employee burnout and disengagement, and
- Sustaining a work culture of innovation and psychological safety.

This webinar introduces a whole-brain approach to leadership that demystifies and enhances potential to achieve and sustain peak performance at work and at home. Participants will learn to:

- Recognize how the brain and body interact and influence leadership capacity.
- Explore and challenge commonly held beliefs about resiliency, work life balance and effective leadership.
- Examine the roles that optimism, diverse thinking, emotional mastery and mental resiliency play, throughout your work interactions, to foster peak performance.
- Recognize and understand the five aspects of emotional intelligence.
- Explore tools and personalized training to find your motivation and ignite your ability to establish a workplace culture of innovation and mental resilience.

NEW

Hope 4 U – Reconciliation of Challenges in Everyday Living

Date Feb 12
Time 8:30am – 4:30pm
Code JUST CE140 • CRN 90066
Fee \$75 + GST

Instructor: Brenda Fediuk

Registration deadline: Feb 5

In-person at YukonU in room C1440.

This workshop is designed to introduce participants to exploring the following questions:

- Why hope? What is hope?
- Where does hope live?
- When do we hope?
- What do we think, wonder, and know about hope?

This inquiry – based approach provides a conceptual and contextual understanding for:

- Bringing awareness to the phenomenon of hope.
- Recognizing the call for hope.
- Tapping into our ability to access hope.
- Understanding our agency to attain desired outcomes.
- Persisting in our endeavor to sustain hope.

Applied Suicide Intervention Skills Training (ASIST)

Date Feb 26–27
Time 8:30am – 4:30pm
Code ASIS 002 • CRN 90067
Fee \$225 + GST

Instructor: Erin Legault and Meg Grudeski

Registration deadline: Feb 19

In-person at YukonU in room C1530.

Professionals, volunteers and informal helpers all need to know how to help people with thoughts of suicide, in ways that increase their suicide safety.

This interactive workshop teaches participants to recognize when someone may have thoughts of suicide; and to work with that person to create a plan that will support their immediate safety. Participants will learn to:

- Identify people who have thoughts of suicide
- Understand how your beliefs and attitudes can affect suicide interventions
- Seek a shared understanding of the reasons for thoughts of suicide and the reasons for living
- Review current risk and develop a plan to increase safety from suicidal behavior for an agreed amount of time
- Follow up on all safety commitments, accessing further help as needed.

Participants don't need any formal training to attend this workshop—anyone 16 or older can attend the workshop, learn and use the ASIST model.

Yukon First Nations (YFN) 101

Date Feb 26
Time 8:30am – 4:30pm
Code YFN 001 • CRN 90078
Fee \$325 + GST

Instructor: First Nations Initiatives (FNI)

Registration deadline: Feb 19

In-person in room 1 at Northlight Innovation, 2180 2nd Ave, Whitehorse, YT.

Yukon First Nations 101 has been developed to educate students, employees, and the public about the history and culture of First Nations in the Yukon. The course also touches on the cultural values shared among Yukon First Nations today and how to communicate respectfully with First Nation individuals and communities.

Mental Health First Aid for Northern Peoples

Date Mar 5–7
Time 9am – 4:30pm
Code JUST 034 • CRN 90069
Fee \$260 + GST

Instructor: Laura Anderson & Joanne Green

Registration deadline: Feb 26

In-person at YukonU in room T1023.

This northern version of the Mental Health First Aid Canada course integrates material that reflects the experiences of Aboriginal peoples – First Nation, Inuit, and Metis.

In addition, this course addresses the importance of holism and balance. The whole person – mental, physical, social, emotional, and spiritual – must be considered when providing mental health first aid.

Mental Health First Aid for Northern Peoples is guided by a number of important principles including respect, cooperation, community, harmony, generosity, and resourcefulness.

Motivational Interviewing (MI)

Date Mar 6
Time 9am – 4:30pm
Code JUST CE118 • 90110
Fee \$329 + GST or \$299 + GST early bird registration by Feb 13.

Instructor: Nataschaa Chatterton

Registration deadline: Feb 20

Late registration until Mar 5, through CTRI by emailing sam@ctrinstitute.com

In-person at YukonU in room C1440.

It is common for people to struggle and experience ambivalence when considering making a change or when others may be expecting them to make one. When those in helping roles encounter ambivalence in their clients, it is often interpreted as resistance, and they may feel unable to respond in an effective way. MI is a method for helping people find their internal motivation for finding solutions to their problems. This introductory-intermediate level workshop is for professionals in social services, health care, education, and anyone supporting people.

Topics include:

- Motivational Interviewing Principles
- Understanding your Client's Motivation
- Listening to your Client
- Foundational Skills OARS (Open questions, Affirming, Reflecting, Summarizing)
- Recognizing and Supporting Change Talk
- Four processes of MI (Engaging, Focusing, Evoking, and Planning)
- Common Traps to Avoid
- Reflective Listening
- Roadblocks to Listening
- Approaches to Ambivalence and Resistance
- When to use MI
- Readiness to Change

Transformational Leadership: Segment A – The Resilient Leader

Date Mar 12
Time 9am – 12pm
Code JUST CE137 • CRN 90096
Fee \$125 + GST

Instructor: Nicole Morgan

Registration deadline: Mar 5

In-person at YukonU in room C1530.

In this workshop, discover how to create energy, confidence and optimism to thrive as a leader in your workplace and day-to-day life. Learn how to design your own mental resiliency practice, that will bring you resiliency and optimism at work and home.

This workshop introduces participants to the theory of whole-brain leadership and the EQEX VIDA Entera Resiliency Framework for fostering mental resiliency and optimism. You will be able to:

- Recognize the six neural pathways of Dr. Tara Swart's whole-brain leadership approach.
- Understand the energy equation and physical practices of creating optimal conditions for brain function.
- Examine and debunk myths about leadership and human development.
- Understand the Framework and explore each of the four foundational practices through the lens of personal and professional experiences.
- Examine how mental resiliency connects to the five composite scales of emotional intelligence and how to access your resiliency and optimism and gather evidence about your impact as a leader.
- Identify and explore additional resources and personalized support to translate your mental resiliency goals into a reality that will enable you to become a transformational leader capable of bringing out the best in yourself and others.

Transformational Leadership: Segment B – The Resilient Organization

Date Mar 12
Time 1pm – 4pm
Code JUST CE138 • CRN 90097
Fee \$125 + GST

Instructor: Nicole Morgan

Registration deadline: Mar 5

In-person at YukonU in room C1530.

The journey to organizational resiliency starts with getting curious about what is happening for your employees. What aspects of your workplace culture serve the organization well, and what aspects hold it back? How do you know? Why does it matter?

This workshop introduces participants to the concept of organizational resiliency using the EQEX VIDA Entera Resiliency Framework. You will be able to:

- Recognize organizational resiliency and understand the connection to employee engagement, psychological safety, risk management and sustained innovation in the workplace.
- Understand the energy equation as it applies to an organization and explore how to create optional conditions for effective and efficient business function.
- Understand the trust equation as it applies to an organization and explore how to foster a high-trust work environment leads to higher employee productivity and engagement.
- Apply the Framework to your organization and explore each of the four foundational practices through the lens of organizational culture.
- Recognize how organizational resiliency connects to the five composite scales of emotional intelligence and examine how you can assess and further a group's potential to overcome challenges specific to their workplace.
- Identify additional resources and tailored support to explore how to develop a resiliency plan that can guide the creation of conditions for your organization (team) to thrive.

**NEW**

Moving with Children in Situations Involving Intimate Partner Violence (IPV)

Date Mar 27
Time 10am – 12pm
Code JUST CE141 • CRN 90071
Fee FREE

Instructor: Pamela Cross

Registration deadline: Mar 20

Delivered livestreamed via Zoom.

When parents separate, it's not uncommon for one of them to want or need to move. When there has been a history of intimate partner (IPV) or family violence (FV), the victim may need to move to keep herself and the children safe or to feel as though she can get on with building a new life for herself and the kids. In this interactive webinar, we will explore:

- why moving with children can be a challenge in situations involving IPV/FV,
- what guidance the laws provide,
- the steps a parent who wants to move needs to take and the evidence they need to provide,
- how parental alienation allegations could arise; and
- unique issues in the Yukon.

If you or someone close to you is a victim or survivor of intimate partner or gender-based violence, you may find some of the content of this webinar challenging. We encourage you to put in place whatever supports you think you may need, including having someone with you, so you can engage in the webinar in a way that works for you, whether that is listening, or offering comments, or asking questions.

NEW

Neurodiversity at Work

Date Apr 3
Time 9am – 12pm
Code JUST CE144 • CRN 90111
Fee \$169 + GST or \$149 + GST early bird registration by Mar 13.

Instructor: Nataschaa Chatterton

Registration deadline: Mar 20

Late registration until Apr 2, through CTRI by emailing sam@ctrinstitute.com

In-person at YukonU in room C1440.

Embracing neurodiversity in your workplace means creating a more adaptable environment where everyone can thrive. This workshop teaches how to build a neuroinclusive workplace culture through recruitment, retention, and promotion practices; and practical ways to embrace the strengths and navigate barriers for people with autism, ADHD, dyslexia, and more.

This is an introductory workshop for leaders, supervisors, managers, and human resource personnel; and people who identify as neurodivergent and want to gain skills they can use in their workplace. Topics include:

- Neurodiversity as a Spectrum of Ability
- How Neurodiversity Strengthens Teams
- What Inclusion Looks Like
- Why Neurodiversity in the Workplace Matters
- Harnessing Strengths and Navigating Barriers
- Tools for the Hiring Process
- Recruitment, retention, and advancement

Responding with Resilience

Date Apr 10
Time 10 – 11:30am
Code JUST CE114 • CRN 90072
Fee FREE

Instructor: Erin Legault and Meg Grudeski

Registration deadline: Apr 3

Delivered livestreamed via Zoom.

In recent years, our world has been trying, challenging and forced us to sit in so much unknown. What do we do in times of stress? How do we tend to manage?

This workshop explores various challenges we experience in our world, including challenges with ourselves, and with others. Ideally, we will learn to better recognize what has left us feeling so exhausted with life lately, and explore ways of tackling conflicts and challenges with that “from-inside” resiliency that we might have to dig a little bit deeper to discover but is there.

This webinar will include approximately an hour worth of information with a half hour allotted for questions at the end (don't worry, you can still ask questions throughout!)

Administrative Justice: Practice and Procedure for Decision-Makers

Date Apr 9, 10 & 11
Time (9 & 10) 9am – 4:30pm
 (11) 9am – 12:00pm
Code JUST 006 • CRN 90073
Fee \$600 + GST

Instructor: Bruce Willis

Registration deadline: Apr 2

In-person at YukonU in room C1440.

NOTE: This course is a pre-requisite for Administrative Justice – Advanced Decision-Writing.

Have you been newly appointed to a quasi-judicial board or tribunal? Focusing on the roles and responsibilities of board or tribunal members, this course includes the following modules:

- Administrative Law and the Principles of Natural Justice
- Conducting Fair Hearings and Evaluating Evidence
- Decision-Making and Decision-Writing
- Ethical and Professional Responsibility for Decision-Makers

Developed by the B.C. Council of Administrative Tribunals, the Yukon-context information is provided in course hand-outs and by instructor Bruce Willis.

Administrative Justice: Advanced Decision-Writing for Decision-Makers

Date Apr 14-15
Time 9am – 4:30pm
Code JUST 004 • CRN 90074
Fee \$450 + GST

Instructor: Bruce Willis and Ron Veale

Registration deadline: Apr 7

In-person at YukonU in room C1530.

NOTE: Administrative Justice: Practice and Procedures for Decision-makers is the pre-requisite for this course.

Have you been appointed to a quasi-judicial board or tribunal? Will you be writing board or tribunal decisions? This course is intended to help board or tribunal members to:

- bring a reader-oriented perspective to making and writing administrative decisions,
- organize and revise decisions to enhance logic and flow,
- write clear, concise and coherent decisions; and
- gain confidence in decision-writing within their board or tribunal context.

Developed by the B.C. Council of Administrative Tribunals, the Yukon-context information is provided in course hand-outs and by the instructors.

NEW

Narrative Therapy

Date May 7
Time 9am – 4:30pm
Code JUST CE143 • CRN 90112
Fee \$329 + GST or \$299 + GST early bird registration by Apr 16.

Instructor: Nataschaa Chatterton

Registration deadline: Apr 23

Late registration until May 6, through CTRI by emailing sam@ctrinstitute.com.

In-person at YukonU in room T1023.

We are all influenced by stories. In some, we are active players, while other stories are thrust upon us. When problems occur, "problem stories" tend to overshadow other stories. A narrative counselling framework explores the numerous stories that shape and influence identity, problems, and preferred directions in life. Narrative therapy has been found to be a useful approach to such problems as addictions, trauma, and mental health concerns. It also works well with diverse populations and age groups. This immediate level, interactive workshop provides participants with tools and processes to begin using narrative frameworks with clients. It is intended for professionals in social services, health care, education, and for anyone seeking increased capacity in counselling skills.

Topics include:

- Key Concepts and Guiding Principles
- What Makes a Good Question
- The Art of Question Development
- Considerations Around Note taking
- The Intertwining of Assessment and Intervention
- Getting to Know the Problem
- Highlighting the Preferred Narrative
- Exploring Supports
- The Role of Letter Writing
- Challenges and Critiques of Narrative Therapy

Grief and Frontline Professions

Date May 21 – 22
Time 9am – 4:30pm
Code JUST 014 • CRN 90055
Fee \$325 + GST

Instructor: Hospice Yukon Society

Registration deadline: May 14

In-person at McClintock Bay Resort, 62 Swan Haven Dr, Marsh Lake, YT.

Many jobs that involve helping others also often involve loss and grief.

The way we respond to grief directly impacts the quality and sustainability of our work. This workshop offers:

- An in-depth look at how we grieve
- Skills and resources for supporting others through difficult times
- Practical tools for reducing stress and finding balance in your professional life
- Practices to feel renewed and better able to support yourself, your co-workers and your clients

This workshop would be beneficial for nurses, social workers, teachers, therapists, NHAs, counsellors, RCMP, childcare workers, EMS staff, FN Health workers, and others in similar positions.

Centre for Northern Innovation in Mining



The Centre for Northern Innovation in Mining (CNIM) offers a wide range of industrial and construction training programs to prepare you for today's workplace. Through an exceptional hands-on learning environment, CNIM programs offer you or your company the skills and expertise to work in growing industries in the Yukon.

Contract Training

We offer contract training for small engine repair, multi-trades, and Heavy Equipment Rural Operator training.

YukonU.ca/cnim-contract-training
cbutler@yukonu.ca

Learn more about scheduled courses and contract training options.

Commercial Driver pathways
YukonU.ca/commercial-driving
drivertraining@yukonu.ca
867 335 0434

Environmental Monitoring Certificate Program
YukonU.ca/environmental-monitoring
cbutler@yukonu.ca
skeesey@yukonu.ca

Heavy Equipment Operator Simulator Training
YukonU.ca/HEO
heotraining@yukonu.ca

With classroom, simulator, in-yard and in-cab learning environments, you will learn off-road backing and coupling maneuvers, vehicle inspection and chain up skills, and drive on-road on public roadways with instructors. Open to Yukoners who are at least 18 years of age, hold a full and unrestricted Class 5 licence, and meet the medical standards.

Class 1 Driver Training

Duration 50 hours

Fee \$9,825 + GST

Class 1 Driving Theory — 16hrs | \$915 + GST

Class 1 Simulator Training — 14hrs | \$910 + GST

Class 1 In-Cab Training — 20hrs | \$8,000 + GST

Class 3 Driver Training

Duration 50 hours

Fee \$9,825 + GST

Class 3 Driving Theory — 12hrs | \$550 + GST

Class 3 Simulator Training — 9hrs | \$585 + GST

Class 3 In-Cab Training — 14hrs | \$3,000 + GST

Short Courses

Air Brakes

Duration 20 hours

Fee \$525 + GST

Cargo Securement

Duration 4.5 hours

Fee \$200 + GST

Chaining Up

Duration 4.5 hours

Fee \$200 + GST

Pre-trip Inspections

Duration 12 hours

Fee \$385 + GST

Heavy Trailer Endorsement

Duration 9 hours

Fee \$550 + GST

Simulator Punch Pass

Duration 5/10 hours

Fee \$350/650 + GST

Heavy Equipment Operator Simulator Training

Combine classroom and simulator training to prepare for work as a heavy equipment operator. CNIM also offers comprehensive trades training on site to communities or mine operators throughout the Yukon.

Heavy Equipment Operator Simulator Training

Check website for course dates and times

Are you a company looking for training opportunities? Prepare your workforce employees as Heavy Equipment Operators! Contract training offered through a combination of theory, simulation and practical experience.

Your employees will learn in a safe and controlled environment to become a competent, productive machine operator. Following curriculum developed by YukonU and NORCAT, training will include rock truck, loader, dozer, excavator, and grader simulations. Prices may vary. For more information, please email HEOtraining@yukonu.ca.

Environmental Monitoring Certificate Program

Environmental Monitoring Certificate program

Duration 10 weeks over 2 years

Fee \$15,000 + GST

Responsible natural resource management decisions depend on reliable information from the field. The Environmental Monitoring Certificate program equips First Nations students with technical skills and knowledge to conduct environmental monitoring tasks associated with entry-level positions with First Nation or other governments, industry, field researchers or environmental services companies.

In this program, you will learn a variety of methods to collect and record observations, report them to decision makers in a professional manner and repeat to look for change over time. The 10 credit courses are modular and are delivered primarily at remote industrial and research locations around the Yukon in camp settings. Courses are complemented with a number of non-credit safety and operator certifications. The program will normally be completed within two years, with eight-day modules delivered approximately every one or two months, allowing you to continue with work and life obligations while earning your certificate. The program focuses on both western scientific and traditional Indigenous methods of monitoring environmental conditions. Open to First Nations citizens with grade 10-level English and math credits.

Canadian Red Cross First Aid



First aid skills are applicable in your daily life—both at home and at work—to prepare you to act on, control and manage life's emergencies. Before a professional responder arrives to help, you can make all the difference in helping someone in need.

Yukon University has been offering first aid training across the territory for over 30 years. As an official Red Cross Training Partner, YukonU delivers training for all levels of first aid certification.

**Explore more course details
and options online.**

YukonU.ca/first-aid



**Canadian
Red Cross** **Croix-Rouge
canadienne**

**Training Partner /
Partenaire de formation**

Blended Standard First Aid/CPR-C

Duration 14 hours (7 hours online)
Code FA CE41
Fee \$175

Increase your scheduling flexibility and reduce the in-class portion for your Standard First Aid (SFA)/cardiopulmonary resuscitation (CPR-C) training by registering for Blended SFA/CPR-C. Complete the online theory-based portion up to 30 days prior to the in-class day. Show proof of completing your online learning when you arrive for the seven-hour in-person training. Learn and practice skills that are evaluated by the instructor, followed by a small in-class 30-question, multiple choice test to receive your Standard First Aid/CPR-C certification.

Standard First Aid/CPR-C

Duration 14 hours
Code FA 003
Fee \$215

This comprehensive, 2-day course offers first aid and cardiopulmonary resuscitation (CPR) skills for those who need training for work requirements or who want more knowledge to respond to emergencies at home. The course covers the latest first aid guidelines, and meets federal and a variety of provincial/territorial regulations for Standard First Aid and CPR, while exceeding competitors' standards by including injury prevention content and AED.

RE PRE Standard First Aid/CPR-C Recertification

Duration 7 hours
Code FA 022
Fee \$135

Update and recertify your Standard First Aid/CPR-C certification in this seven-hour course.

Prerequisite: current Standard First Aid/CPR-C certification.

Basic Life Support (BLS)

Duration 4 hours
Code BLS CE01
Fee \$75

This training is designed to build confidence in performing CPR skills in a team environment for professionals with a duty to respond. This includes in-facility care providers, such as nursing staff, care aides, medical and dental professionals as well as pre-hospital care providers, which may include professionals in a fire service, rescue team, sports-medicine, lifeguards and ski patrol.

Note: one-year certification, formerly known as CPR-HCP.

(Includes: Oxygen Therapy & Airway Training)

Duration 7 hours
Code BLS CE01
Fee \$90

Remote First Aid/CPR-C

Duration 20 hours
Code WFA 010
Fee \$325

Ever wonder what to do if help is not immediately available if someone is ill or injured? Whether working or enjoying recreational time in the Yukon, learn to apply Standard First Aid/CPR-C skills in remote environments. Understand the perspective of applying these skills in a rural setting versus an urban environment. Focus on shifting your understanding of the environment, decision making and limited resources. Remote First Aid also offers strategies for providing extended care for up to 24 hours. Suitable for those who work, live and adventure in remote locations.

NOTE: this course is taught 50 percent outdoors, regardless of weather. Please come prepared for all weather conditions. In addition, wilderness courses require greater physical activity than typical first aid training.

RE PRE Remote First Aid/CPR-C Recertification

Duration 12 hours
Code WFA 012
Fee \$175

Update and recertify your Remote First Aid/CPR-C certification.

NOTE: this course is taught 50 percent outdoors, regardless of weather. Please come prepared for all weather conditions. In addition, wilderness courses require greater physical activity than typical first aid training.

Prerequisite: current Remote First Aid/CPR-C certification.

Wilderness First Aid/CPR-C

Duration 40 hours

Code WFA 011

Fee \$525

Ever wonder what to do if help is not immediately available if someone is ill or injured? Whether working or recreating in the Yukon, learn comprehensive first aid techniques for those who need a higher level of training to work and respond to emergencies in isolated or wilderness settings. Training is also suitable for those who act as guides or supervisors for groups of people. The course covers material in Standard First Aid/CPR-C, plus advanced strategies for providing extended care for more than 24 hours.

NOTE: this course is taught 50 percent outdoors, regardless of weather. Please come prepared for all weather conditions. In addition, wilderness courses require greater physical activity than typical first aid training.

RE PRE Wilderness First Aid/CPR-C Recertification

Duration 20 hours

Code WFA 013

Fee \$325

Update and recertify your Wilderness First Aid/CPR-C certification. This course qualifies for the 40-hour Wilderness First Aid 2018 Guiding Regulations for Yukon's National Parks.

NOTE: this course is taught 50 percent outdoors, regardless of weather. Please come prepared for all weather conditions. In addition, wilderness courses require greater physical activity than typical first aid training.

Prerequisite: current Wilderness First Aid/CPR-C certification.

PRE Emergency Medical Responder – Advanced First Aid

Duration 80 hours

Code EMR 001

Fee \$1,250

This course provides the knowledge and skills necessary in an emergency to help sustain life, reduce pain and minimize the consequences of injury or sudden illness. Emergency Medical Responder (EMR) is for those providing emergency response in a pre-hospital setting and in the workplace: firefighters, law enforcement officers, workplace first aid attendants and emergency medical services personnel. Meets the Paramedic Association of Canada National Occupational Competency Profile for the practitioner level of EMR. You will need to pick up your *Emergency Care for Professional Responders* textbook two weeks ahead of the class to pre-read.

Prerequisite: current Standard First Aid/CPR-C certification.

RE PRE Emergency Medical Responder Recertification

Duration 40 hours

Code EMR 002

Fee \$675

Update and recertify your Emergency Medical Responder certification. You will need to pick up your *Emergency Care for Professional Responders* textbook two weeks ahead of the class to pre-read.

Prerequisite: current Emergency Medical Responder.

Industrial Safety Training



Our comprehensive training programs are designed to deliver industry-standard results, ensuring you receive the necessary certifications to enhance your skills. Whether you seek training for personal growth or to meet workplace requirements, our courses provide the essential hard skills needed in today's environment.

Explore more course details and options online.

YukonU.ca/industrial-safety

Rigging and Hoisting

Date Feb 18–20
Time Tues – Thur • 8:30–4:30pm
Code RIGG 001 • CRN 90090
Fee \$449 + GST

Elevate your skills and ensure workplace safety with our comprehensive 18-hour course. Designed for individuals seeking to enhance their expertise in heavy lifting, this course provides an in-depth introduction to the essential practices and regulations. Explore different types of slings, their uses and proper storage while building your understanding of hand signals, various knots, bends and hitches.

Workplace Hazardous Materials Information System (WHMIS)

Date Mar 4
Time Tues • 8:30–12pm
Code WHMS 001 • CRN 90084
Fee \$95 + GST

Stay compliant with current WHMIS training requirements and protect yourself against controlled products and hazardous materials in the workplace. Our comprehensive ½ day course equips participants with the essential knowledge and skills needed to maintain a safe and compliant work environment.

Transportation of Dangerous Goods (TDG)

Date Mar 4
Time Tues • 1–4:30pm
Code TDG 001 • CRN 90085
Fee \$95 + GST

Legislation mandates that all individuals involved in transporting dangerous goods acquire the essential skills and knowledge covered in this ½ day course. By enrolling in this program, you will safeguard yourself and the public by learning how to prevent hazardous incidents and fulfill your responsibilities as a shipper or handler of dangerous goods.

Fall Protection

Date Mar 19
Time Wed • 8:30–4:30pm
Code SAFE 005 • CRN 90086
Fee \$195 + GST

Ensure your safety and compliance with our intensive, one-day course. Designed for individuals who work at heights, this program provides comprehensive training on the use and maintenance of fall protection systems.

PRE

Confined Space Entry

Date Mar 20
Time Thur • 8:30–4:30pm
Code CNSP 001 • CRN 90087
Fee \$195 + GST

Our Confined Space Entry course is designed to equip you with the knowledge and skills necessary to maintain productivity, reduce injuries, and save lives by recognizing confined spaces and understanding the associated hazards.

Pre-requisite: current Fall Protection certification



Crane Operator

Date Mar 24–26
Time Mon–Fri • 8:30–4:30pm
Code RIGG CE03 • CRN 90091
Fee \$295 + GST

Elevate your skills and ensure workplace safety with our 3-day crane operator course. Designed for individuals seeking to enhance their competency, this program provides a thorough introduction to safe crane operations, essential rigging and hoisting practices, and heavy lifting techniques. Offered in partnership with WCB, this course is currently subsidized and offered at a subsidized rate.

Introduction to Erosion and Sediment Control

Date Mar 27
Time Thurs • 9–4:30pm
Code SOIL 002 • CRN 90089
Fee \$399 + GST

Delivered in partnership with EDI Environmental Dynamics Inc, this one-day course will provide participants with an understanding of erosion and sediment control definitions, concepts and techniques to allow them to make better decisions in planning, implementing and inspecting development projects. This course is designed to instruct planning and operations staff, equipment operators, road construction and maintenance staff, consultants, field workers and government regulatory officials in the proper management and installation of erosion and sediment control techniques.

FOODSAFE Level 1

Date Mar 27
Time Thurs • 9–5pm
Code HLTH 004 • CRN 90088
Fee \$125 + GST

Ensure the highest standards of food safety and sanitation with our FOODSAFE Level 1 course. Designed specifically for front line food service workers, including cooks, servers, bussers, dishwashers, and deli workers, this comprehensive program covers all critical aspects of food handling and worker safety.

RPAS/Drone Complete Advanced Pilot Training & Certification

Date May 26 – 30
Time Mon–Fri • 8:30–4:30pm
Code AIR CE02 • CRN 90101
Fee \$1,595 + GST

Remotely Piloted Aircraft Systems (RPAS), commonly known as drones, are essential tools across various industries for their versatility and efficiency. This course introduces the fundamentals of drone technology, covering design, operation, and navigation, equipping you with the knowledge to operate RPAS or UAVs safely and effectively. It's also a stepping stone toward obtaining the Transport Canada Advanced RPAS Pilot Certificate, preparing you for the exam and flight review requirements.

Powdered Actuated Tools

Check website for details

Ensure compliance with Yukon Occupational Health and Safety regulations and enhance your skills with our comprehensive Powder-Actuated Tools Course. This program is essential for anyone who operates powder-actuated tools, providing the necessary knowledge and certification to work safely and effectively.



Innovation & Entrepreneurship

I&E supports Yukoners to test ideas and grow businesses. We provide access to funding, resources, expertise and incubation. Whether you are an entrepreneur or have an innovative idea on how to solve a real-world problem, I&E is here to support you from concept to commercialization.

We welcome you to visit us at the Northlight Innovation Hub in downtown Whitehorse, where you can connect and collaborate while growing your business amidst the vibrant Yukon small business community. If you are based outside

Whitehorse, we offer flexible options to work remotely, while remaining connected to our supportive community.

Any of our programs, services, and supports can be accessed year-round by emailing us and setting up a time to meet and chat. We will help you to find the right supports and prepare your application.



IncubateNorth

If your business has initial sales and traction and you're looking to scale and grow, IncubateNorth is the place to be. Whether your business is based in Whitehorse or a rural Yukon community, IncubateNorth's one-on-one advice, funding and community of peers can help you grow locally, nationally, and internationally.

YukonU.ca/incubatenorth

Innovation Fund

We celebrate the relationship between tradition and innovation in the North, and we're here to help to turn your simple solution or bold idea into reality. I&E provides access to funding and expertise to help you build, test and refine your idea on the path to commercialization. We can support you with idea development, design, market research, prototyping, or pilot projects. Whether you need \$1,000 or \$50,000 to get your project started, we are here to dive into the initial assessment with you.

YukonU.ca/innovation-fund



Yukon Communities Small Business Network

You are devoted to serving your community and we are devoted to supporting you. I&E works with local partners throughout Yukon communities to offer you workshops and skills so you can do what you do best, in a way that is financially sustainable. Learning from the needs of communities, we support YukonU's Continuing Studies Division, community campuses and partners throughout the territory to adapt tools and training in a culturally relevant way to help you thrive wherever you call home.

YukonU.ca/communities-small-business-network

Wrap-around Innovation Services

Knowledge is power—and when you're starting an innovative business solo or as a small team, it's impossible to know everything yourself. This is where I&E can help by working with you to identify upcoming project steps or challenges, connecting you to a network of experts, advisors, mentors, or paying professional fees for specialists to support you on your project—such as legal, accounting, human resources, engineering, computer programming, user interface design (UI/UX), and more.

YukonU.ca/wrap-around-services



Summer Biz School

If you are 17–30 years old and want to turn your passions and ideas into a real business, Summer Biz School is the perfect place to start. This fun, part-time program runs from May to July and includes up to \$2,000 in funding, as well as networking and connections to local entrepreneurs. You will gain the real-world skills and knowledge to start your own business. Applications open in early February.

YukonU.ca/summer-biz-school

Get in touch to learn more.

2180 2nd Ave, (Door C)
Whitehorse, YT Y1A 5N6
867 668 8759
innovation@yukonu.ca
YukonU.ca/innovation

Youth Moving Mountains Youth Programming



Science • Technology • Engineering • Art • Math • Trades

Youth Moving Mountains (YMM) is excited to offer winter programming that engages youth ages 6 – 19 and educators in science, technology, engineering, art, math (STEAM) and trades. Our programming provides fun, engaging, culturally enriched activities that encourages children and youth to explore their sense of wonder. Youth are introduced to hands-on, place-based activities that promotes discovery, rewards curiosity, and leaves children amazed at what they can do.

Our vision is to spark a sense of curiosity to a diverse group of youth across the territory so that Yukoners from all backgrounds are represented and feel empowered in STEAM and trades.

Our programs are made possible through generous funding from EleV, Actua, and the Yukon Government.

Support available for integrating more STEAM activities.

Do you know someone who wants to integrate Yukon-inspired place-based STEAM activities into their work? Let them know we'd love to support them!

For more information regarding our programming e-mail us at:

camps@yukonu.ca



A network
member of **actua**



Upcoming programming

In-School Workshops

From September to June, YMM will be offering free, place-based, Yukon-specific STEAM themed in-school workshops, both in Whitehorse and in the communities.

Winter After-School Clubs

From January to April 2025, YMM will run free weekly STEAM and trades-themed after-school clubs, both in Whitehorse and in the communities.



Professional Development

YMM will be offering professional development events for educators and youth-serving organizations centered on developing and facilitating STEAM activities for their programming and in their classrooms. Our workshops will spark inspiration support educators and youth workers in delivering engaging STEAM content to the youth they work with.

Summer Camps

YMM will deliver summer camps in 2025. Information will be available mid-February, registration will open in March. Keep an eye on the YMM website!



Call out for STEAM and trades professionals

If you are a professional working in a STEAM or trades field and want to express your passion for youth in a short workshop or guest visit, we would love to have you! Please contact us at camps@yukonu.ca.

Call out for STEAM and trades facilitators

We will be hiring a new cohort of after-school facilitators in January. This job will be posted in early December; if you are high school or university-aged and are interested in STEAM, trades, or education we encourage you to apply. Contact us at camps@yukonu.ca if you have any questions!

For the most up-to-date information on YMM programming, follow us on Facebook and Instagram [@yukonuyouth](https://www.instagram.com/yukonuyouth) or check YukonU.ca/YMM.

First Nations Governance-Building Workshops

Through interactive, activity-based learning, YukonU First Nations Governance-Building Workshops will help you build the skills, tools and abilities necessary for effective governance and administration in First Nation and northern settings.

YukonU will bring the learning to your community with a range of two to five-day development workshops led by instructors with deep expertise in their field and a passion for sharing knowledge. The workshops allow First Nation governments—as well as northern governments or non-profit organizations seeking to grow their First Nations perspectives—to build capacity in service of their nation or community.



Workshops include

- Intro to First Nations Governance and Public Administration
- Understanding Land Claims
- Intergovernmental Relations
- Financial Management
- Policy in the North
- Strategic Planning
- Trust Fundamentals
- Human Resources
- Communications
- Community Economic Development
- Power and Influence
- Theory and Practice of Negotiations
- Organizational and Community Wellness
- Youth First Nation Leadership Training (3 days)
- First Nations Leadership Training (3–5 customized days)

Together we thrive on the Traditional Territories of the 14 Yukon First Nations.

Yukon University is thankful to the Yukon First Nations for empowering students, staff, faculty and administration to teach, live and learn on their Traditional Territories. We acknowledge that Yukon First Nations are the traditional keepers of this land and we are grateful for the collaboration and guidance that supports the delivery of inspirational and exceptional experiences for YukonU students. We look forward to continuing and deepening these important partnerships for many years to come.

Contact us to learn more.

Our team will work with you to plan the workshop that suits your needs, where and when you want it.

Haley Mitander
First Nations Initiatives
867 668 8775
hmitander@yukonu.ca
YukonU.ca/fnworkshops

The Older Workers' Program

This program supports **unemployed or underemployed Yukoners**, between the ages of **50 to 70**, to:

- Find meaningful employment and/or pursue further education or training;
- Increase their employability and development of transferrable skills; and
- Improve their wellbeing, community connections and access to services and support.

The Program is student-centered, group-based and is 13-weeks in duration. The core curriculum includes computer training, self-exploration, health and wellness, job search, resume writing, interview skills, workplace safety training, community building and a 4-week work placement.

Date	Jan 13 – Apr 11
Time	Mon-Fri • 9am – 3pm
Work placement	March
Fee	FREE
Application	Accepted year round
Application review	Apr/May, Aug and Nov/Dec

Delivered in person on the Ayamdigut Campus



Application criteria

- 50 – 70 years of age
- Unemployed or under-employed
- Legally entitled to work in Canada
- Experience barriers to employment
- Due to limited seats, there is a selection process for eligible applicants.

Application process

Application form and more information can be found at:
yukonu.ca/programs/older-workers-program

Submit completed application by email or in person to Yukon University Continuing Education office or room A2315.

Notes

- The Older Workers' Program application is free (the application process and fee for YukonU academic programs doesn't apply).
- All applicants will be interviewed in person or over the phone.
- There is no tuition/fee for the program and participants receive a small stipend.

For more information, contact us.

Joel Macht or Polly Madsen
tiow@yukonu.ca
(867) 332-7079

Yukon Water & Wastewater Operator Program

What is YWWOP?

Our courses will help you gain the skills needed to work in the drinking water and wastewater sectors.

We offer a range of courses designed to meet the needs of new and prospective water and wastewater operators, as well as current operators working within governments (municipal, territorial, federal or First Nation) and private businesses (e.g. mining, water delivery).

Our Mobile Water Treatment Plant offers learning opportunities that will prepare you for working in real-world situations.

Careers

- Water treatment plant operator
- Water distribution system operator
- Wastewater collection system operator
- Wastewater treatment plant operator

Pathways

Small System Operator (systems serving 500 people or less)

1. One-week YukonU course
2. Fifty hours of related hands-on experience
 - Can be achieved by completing a two-week YukonU course in our Mobile Water Treatment Plant
3. EOCP Certification Exam

Your journey starts here.

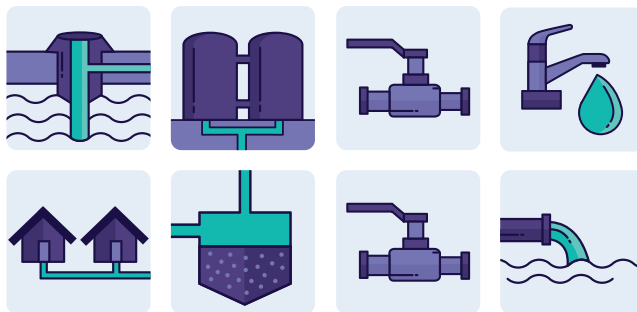
YukonU.ca/YWWOP

What does a career in water and wastewater look like?

Operators run and maintain the systems that provide clean drinking water to communities and/or the systems that remove and treat wastewater. These systems include wells, pumps, water treatment equipment and piping networks.

Operator duties include water sampling and testing, equipment startup and shutdowns, communication with the public, piping and equipment repairs, system troubleshooting, and more.

The water and wastewater sectors are rapidly changing and growing career areas with shortages of qualified workers to fill positions.



Level 1 Operator

1. Proof of Grade 12 or equivalent
2. One-week YukonU course
3. Twelve months related hands-on experience, which could include:
 - Municipal or community water and/or wastewater experience (eg. labourer, operator in training, etc.)
 - Maintenance, laboratories, and other water and pollution control experience
 - Allied trades (eg. plumber, millwright, etc.)
 - Other similar operating experience (eg. commissioning water and/or wastewater systems while working for a contractor)
4. EOCP Certification Exam

ed2go Online Courses

Access hundreds of courses at the click of a button.

Do you want to learn a new language? Master a computer application? Find out how to publish an online book? Take a math refresher?

Work at your own pace and around your own schedule and discover the difference this flexibility can make to your learning. Lessons are instructor-led and project-oriented, providing you access to expert help when you need it. Discussion forums with fellow students are available online, 24 hours a day. While

class sessions run on a weekly basis, you can log in and view the core lesson at your convenience.

Browse ed2go.com/yukon for your next course and change your life for the better with online learning.



Sample courses

Business skills

- communications and writing
- accounting and finance
- office software
- management and leadership
- small business operations
- non-profit
- project management
- sales and marketing

College readiness

- math
- science

Design and composition

- digital photography
- graphic and web design
- animation
- interior design

Health and fitness

- medical terminology
- nutrition sciences
- veterinary assistant
- women's health

Hospitality

- event coordinating
- catering

Legal

- paralegal
- real estate law
- employment law

Arts and personal wellness

- languages
- creative writing
- pain management

Technology

- cloud computing
- security certification
- database management
- networking and communications
- C++ programming
- SQL, Java or PHP
- blogging and podcasting

Learn **what you want, when you want.**

- instructor-led courses and/or self-paced
- six-week format
- sessions start monthly
- interactive environment
- courses start at \$189 + GST

Visit ed2go.com/yukon

YukonU Community Campuses

Access a broad range of learning opportunities from the Yukon University campus in your community — from continuing studies courses (YukonU.ca/CS), career and job readiness programs (YukonU.ca/programs), to access pathways (YukonU.ca/ASD) for university programs.

Campuses support remote learning courses and online connectivity to courses for YukonU certificate, diploma and degree programs. Remote or online courses offer academic, personal and IT support throughout your program.

On-request training

Rural YukonU campuses also provide customized and on-request contract training courses for individuals, organizations, governments or businesses in a variety of areas, including:

Workplace safety

- Wildlife Avoidance and Control
- All-Terrain Vehicle (ATV)
- Snowmobile
- Outdoor Survival Winter
- Outdoor Survival Summer
- Basic Chainsaw
- Danger Trees
- Safe Worker Field Operations: Intermediate
- Chainsaw Safety and Maintenance
- Safety and Maintenance
- Indoor Top Rope Climbing/Bouldering Activity Leader
- Outdoor Top Rope Climbing Activity Leader

Governance and management training

- Understanding and Interpreting Final Agreements
- Land and Resource Asset Management
- Leading Teams and Boards

From the land/place-based Adult Basic Education (ABE) credit training with compressed timeline

- English 030
- English 050
- Science 030
- Mathematics 030

Outdoor technical skills training for recreation

- Introduction to Rock Climbing Skills
- Introduction to Ice Climbing Skills
- Introduction to Rope Rescue
- Wilderness Survival
- Wilderness Navigation
- Introduction to Mountain Travel
- Yukon Resiliency Training

Home-based entrepreneurship

- Sewing Skills Development
- Woodcutter Operations
- Geo and Experiential Tourism
- Lifestyle Sustainability

The fine print

First come, first served

YukonU processes registrations on a first come, first served basis. We keep class sizes small to provide you with a quality educational experience. Register early to secure your spot!

Course cancellation

There are minimum registration numbers needed for courses to run. If there is low registration by the registration deadline, the course may be cancelled. If a course is cancelled due to low enrollment or other unforeseen circumstances, you will be given the choice of a refund, a transfer into another scheduling of the course or a credit towards another YukonU Continuing Studies course.

Registration deadline

The registration deadline is typically seven business days prior to the course start date. You may register after the registration deadline. Some courses have unique registration deadlines—be sure to check.

Course fees

You must pay all course fees when you register. Payment can be made by Visa, Mastercard, Amex, cash, debit, cheque, money order or purchase order. Post-dated cheques are not accepted. Your registration will be complete only after your payment has been processed.

Withdrawing from a course

If you need to withdraw from a course, please notify the Admissions Office in person or by telephone (867 668 8710) seven days prior to the course start date to allow for a refund.

Withdrawal refund policy

A refund is only available if you withdraw from a course seven or more days prior to the course start date. Refunds will be processed by the Cashier's Office.

How to pay

All payments for courses go to the Cashier's Office. Contact **867 456 8673** or **cashier@yukonu.ca** with the best time for a call back to process the payment.

Contact us for more information about Continuing Studies courses: **867 668 5200** | **ce@yukonu.ca**



Yukon
University

Continuing Studies

867 668 5200

ce@yukonu.ca

YukonU.ca/CS