

# Continuing Studies

September – December 2025

*Lifelong learning for all ages.*

In-class and online courses designed  
to take your career to the next level.

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 Course Code 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.

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- Constructive Conversations: Feedback Without the Fear

### Leadership & Management

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- Managing Remote and Hybrid Teams
- Finance for the Non-Financial Manager

### Administrative & Computer Skills

- MS Teams 365 Essentials: Communicate, Collaborate, Coordinate

### Bookkeeping and Finance

- Finance for the Non-Financial Manager

### Human Resources

- HR Essentials for Non-HR Professionals
- Performance Management & Coaching

# 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**

## Business Writing That Works: Formats and Applications

**Code** WCOM CE04  
**Fee** \$115 + GST

This bite-sized half-day course focuses on the practical application of business writing skills, with a particular emphasis on format and structure. Students will learn the appropriate format for business emails, memos, and letters and will have the opportunity to apply their learning to real-world scenarios. By the end of the day, participants will be able to confidently write and revise professional documents suited to various business purposes.

**NEW**

## Grant and Proposal Writing

**Code** PROP CE07  
**Fee** \$525 + GST

*NOTE New 2 day format*

In this hands-on 2-day course, learn how to craft persuasive proposals to secure funding for your organization's goals and projects. You'll explore the fundamentals of grant writing, from identifying funding sources and planning your project to writing compelling descriptions and building a realistic budget. Through expert feedback and peer collaboration, you'll develop a strong foundation for a grant or proposal — ready to submit or refine further.

**NEW**

## MS Teams 365 Essentials: Communicate, Collaborate, Coordinate

**Code** ADMN CE25  
**Fee** \$119 + GST

In today's fast-paced, hybrid work environments, Microsoft Teams is more than just a messaging platform — it's a hub for seamless communication, collaboration, and coordination. This half-day course is designed to help professionals unlock the full potential of Teams for smarter, more efficient work. Participants will build confidence in navigating Teams, managing chats, channels, and video meetings, and using integrated tools for file sharing, task management, and mobile productivity.

**NEW**

## Constructive Conversations: Feedback Without the Fear

**Code** BMGM CE19  
**Fee** \$125 + GST

Feedback is one of the most powerful tools for growth, collaboration, and performance — yet it's often avoided or delivered in ways that cause tension, resistance, or anxiety. This practical and engaging half-day session is designed to transform how we give and receive feedback by removing fear from the equation. Whether you're managing a team, collaborating with peers, or volunteering in a group, this session will equip you with the confidence and tools to create a culture where feedback is seen as a welcome statement, not a threat.

## Communication in the Workplace

**Code** PERS CE02  
**Fee** \$525 + GST

Unlock the full potential of your workplace communication. By the end of this course, you'll possess a comprehensive toolkit of communication strategies, empowering you to build stronger relationships and succeed in any professional setting.

## Introduction to Facilitation

**Code** FACI CE03  
**Fee** \$349 + GST

This introductory course is designed to explore, cultivate, and refine your facilitation skills. Upon completion, you'll have a practical grasp of facilitation, including defining your role, setting goals, selecting appropriate techniques, and conducting post-facilitation assessments.

# Conflict Resolution

## Conflict Resolution

**Code** CR CE02  
**Fee** \$525 + GST

Explore how conflict can be a catalyst for positive change in this engaging two-day course. You'll gain insight into the nature, types, and stages of conflict, and learn to apply five core resolution strategies. With a focus on building self-awareness, empathy, and practical intervention skills, this course equips you to manage conflict constructively and achieve mutually beneficial outcomes.

# Leadership & Management

## Leading with Purpose: Tools for New Supervisors

**Code** SUPR CE14  
**Fee** \$525 + GST

This engaging two-day course is ideal for new or aspiring supervisors, team leads, and managers eager to enhance their leadership skills.

By the end of this session, participants will be able to effectively listen, ask questions, resolve conflicts, and provide constructive feedback to employees.

NEW

## HR Essentials for Non-HR Professionals

**Code** HRAC CE05  
**Fee** \$325 + GST

This practical, full-day course introduces essential human resource strategies tailored for supervisors, team leads, and professionals who manage people but don't have formal HR training.

Participants will gain actionable tools to improve retention, recruitment, performance, and onboarding — while navigating current labor market trends and workplace realities.

NEW

## Managing Remote and Hybrid Teams

**Code** LEAD CE17  
**Fee** \$39 + GST

*NOTE New webinar format*

As remote and hybrid work becomes a regular part of the workplace, effective remote team management is more essential than ever.

This 1-hour webinar equips supervisors and managers with the tools and strategies needed to successfully lead remote/hybrid teams. Whether you're new to managing remotely or looking to refine your skills, you'll gain practical insights and techniques to foster collaboration, accountability, and well-being — no matter where your team is located.

NEW

## Finance for the Non-Financial Manager

**Code** MANG 001  
**Fee** \$525 + GST

This practical two-day course is designed to make financial concepts clear and accessible for those without a formal finance background. You'll gain the tools and confidence to interpret financial information, participate in budget discussions, and make strategic decisions that contribute to your organization's success.

Ideal for managers, team leads, project coordinators, and professionals in operations, HR, marketing, sales, or IT — this course is also a great fit for entrepreneurs and business owners looking to strengthen their financial decision-making.

## Navigating Your Role as Supervisor/Manager

**Code** LEAD CE14  
**Fee** \$325 + GST

Intended for people who have recently become supervisors, or who are considering an opportunity to move into a managerial position, this course introduces the basic legal responsibilities of a supervisor or manager in any Yukon workplace. More importantly, it will explore how individuals and relationships can shift when one moves into a position and is responsible for overseeing others. Participants will walk away with more knowledge of how their relationship with work and others will change—and what they can do about it—when they take on the challenge of supervising or managing.

## 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 to provide customized training for your team or staff members? We specialize in developing tailored professional development opportunities—right here in the Yukon.

From initial consultation to delivery, we work with you to design training that aligns with your organization's goals and reflects the northern context. Our courses are flexible in format, timing, and content, and can be delivered in person or online.

Our instructors are experienced professionals with both local and national expertise, using engaging, interactive methods that support real learning and skill development.

We've proudly delivered training for a wide range of clients, including Yukon Government departments, First Nations governments, and corporations across the Territory. Let's work together to help your team grow and succeed.

# Administrative & Computer Skills

NEW

## MS Teams 365 Essentials: Communicate, Collaborate, Coordinate

**Code** ADMN CE25  
**Fee** \$119 + GST

In today's fast-paced, hybrid work environments, Microsoft Teams is more than just a messaging platform — it's a hub for seamless communication, collaboration, and coordination.

This half-day course is designed to help professionals unlock the full potential of Teams for smarter, more efficient work. Participants will build confidence in navigating Teams, managing chats, channels, and video meetings, and using integrated tools for file sharing, task management, and mobile productivity.

## Essential Administrative Assistant

**Code** ADMN 008  
**Fee** \$325 + GST

Administrative assistants play a key role in most office environments.

This course will give new administrative assistants the core skills that will help them use resources efficiently, manage time wisely, communicate effectively, and collaborate with others skillfully. Experienced administrative assistants will learn new tools that will make them more efficient and valuable than ever in the workplace.

## Professional Minute-Taking

**Code** MINU 001  
**Fee** \$325 + GST

Establish yourself as the minute-taking expert in your volunteer role or workplace.

This one-day course covers meeting preparation, understanding various meeting types, and adapting to their specific goals and contexts. You'll learn to create well-structured agendas, identify the vital elements of excellent minutes, and employ valuable tips and tricks to enhance your minute-taking skill set. Through hands-on practice and provided templates, you'll refine your minute-taking and writing skills, ensuring efficiency and consistency in your role.

## Beyond Administration: The Modern Executive Assistant

**Code** ADMN CE024  
**Fee** \$325 + GST

The executive assistant (EA) in today's professional landscape has evolved from the traditional supporting role to that of a strategic partnership. EAs are expected to not only provide administrative support but also be responsible for strategic counsel, technical expertise, and critical analysis.

In this one-day course, you will explore battle-tested skills top executive assistants swear by and discover tools to elevate your EA game.

# Bookkeeping and Finance

## Bookkeeping Fundamentals Level 1

**Code** BOOK CE01  
**Fee** \$595 + GST

Designed for individuals seeking a foundational understanding of bookkeeping principles and practices, this introductory course is ideal for those with little to no bookkeeping experience.

## Bookkeeping Fundamentals Level 2

**Code** BOOK CE02  
**Fee** \$595 + GST

Building on foundational bookkeeping knowledge, the Bookkeeping Fundamentals Level 2 course is designed for students seeking to deepen their knowledge of financial record-keeping and reporting.

This course is ideal for those who have completed Bookkeeping Fundamentals Level 1 (ACCT 003 or BOOK CE01).

NEW

## Finance for the Non-Financial Manager

**Code** MANG 001  
**Fee** \$525 + GST

This practical two-day course is designed to make financial concepts clear and accessible for those without a formal finance background. You'll gain the tools and confidence to interpret financial information, participate in budget discussions, and make strategic decisions that contribute to your organization's success.

Ideal for managers, team leads, project coordinators, and professionals in operations, HR, marketing, sales, or IT — this course is also a great fit for entrepreneurs and business owners looking to strengthen their financial decision-making.

# Human Resources

Whether you're a seasoned Human Resource professional or just starting out in the field of HR, 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.

The Human Resource Professional Series is designed to be flexible for working professionals. Participants typically complete the series over **2 to 3 years**.

<div>NEW</div> <div><b>HR Essentials for Non-HR Professionals</b></div> <div><b>Code</b> HRAC CE05</div> <div><b>Fee</b> \$325 + GST</div>	<p>This practical, full-day course introduces essential human resource strategies tailored for supervisors, team leads, and professionals who manage people but don't have formal HR training.</p> <p>Participants will gain actionable tools to improve retention, recruitment, performance, and onboarding — while navigating current labor market trends and workplace realities.</p>
<div><b>Strategic Human Resource Management (HRM) Fundamentals</b></div> <div><b>Code</b> HRAC 001</div> <div><b>Fee</b> \$499 + GST</div>	<p>Discover how a strong foundation in Strategic Human Resource Management can help you maximize the success of your organization and optimize your human capital.</p> <p>Learn strategic human resource planning techniques, the roles and functions of an HR department, and how an understanding of organizational structures and alignment will boost the effectiveness of your workplace.</p>
<div>NEW</div> <div><b>Performance Management &amp; Coaching</b></div> <div><b>Code</b> HRAC 006</div> <div><b>Fee</b> \$499 + GST</div> <div>NOTE New 2 day format</div>	<p>Learn how to develop SMART goals, ask thoughtful questions, navigate feedback, develop skills for coaching conversations, assess performance, and overcome employee performance challenges as you discover the interrelationships between leadership, coaching, motivation, and engagement. You will get hands-on practice at developing your coaching for performance knowledge and skills. This course is designed for leaders of organizations, human resources professionals, or anyone interested in learning more about performance management and developing their coaching skills.</p>

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 fosters 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 partnersh with National Project Management Inc.



<div><b>Project Management Essentials Part 1</b></div> <div><b>Code</b> PROJ 001</div> <div><b>Fee</b> \$997.50 + GST</div>	<p>Delivered in partnership with National Project Management Inc, participants receive a comprehensive overview of project management techniques to effectively plan, manage, and control projects based on the standards of the Project Management Institute. Upon completion of this course, participants will be able to understand and apply project management techniques to their current and future projects.</p> <p>The course is appropriate as a first course for those who are working towards their PMP® or CAPM® certification.</p>
<div><b>Project Management Essentials Part 2</b></div> <div><b>Code</b> PROJ 003</div> <div><b>Fee</b> \$997.50 + GST</div>	<p>This course provides a comprehensive overview of the issues which project managers face in their work and provides practical tools, based on Project Management Institute (PMI) Project Management Body of Knowledge (PMBOK® Guide) best practices, for managing them. Instruction and industry examples of these methodologies are provided in an interactive format.</p> <p>Participants receive more advanced project management skills development training building on the theory and fundamentals learned in Project Management Essentials Part 1.</p>
<div> <b>Project Procurement &amp; Contracts Management</b></div> <div><b>Code</b> PROJ CE04</div> <div><b>Fee</b> \$997.50 + GST</div>	<p>Managing project procurements and contracts are essential skills for the project manager to achieve the best value for a project.</p> <p>This course provides skills development in managing the project procurement process covering the full procurement cycle using the standards and guidelines defined in <i>A Guide to the Project Management Body of Knowledge (PMBOK)</i>, published by the Project Management Institute (PMI).</p>
<div> <b>Certified Associate in Project Management (CAPM®) Exam Preparation</b></div> <div><b>Code</b> PROJ 008</div> <div><b>Fee</b> \$997.50 + GST</div>	<p>Certified Associate in Project Management (CAPM®) certification provides an industry-recognized credential that demonstrates to employers that you have achieved a level of project management competence and the ability to apply these specialized skills to your area of work for all industry sectors.</p> <p>This intensive online 3-day course is designed to equip professionals with the knowledge and skills to pass the Project Management Institute (PMI) Certified Associate in Project Management (CAPM®) certification exam.</p>
<div> <b>Project Management Professional Exam Certificate Prep</b></div> <div><b>Code</b> PROJ 002</div> <div><b>Fee</b> \$1997.50 + GST</div>	<p>Project Management Professional (PMP®) Certification from the Project Management Institute (PMI) is the industry standard for demonstrating competence and a solid foundation of project management skills.</p> <p>This intensive PMP® Certification Preparation course is designed to equip professionals with the knowledge and skills required to pass the Project Management Professional (PMP)® exam on the first attempt. Through a blend of expert instruction, real-world case studies, and rigorous practice exams, participants will gain a deep understanding of the core concepts and practices of project management.</p>

# 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 the course for their 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 course offerings!

Course development and delivery occur 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](mailto:nisj@yukonu.ca)**  
**867 456 8589**



**Leading Through Fatigue, Complexity and Uncertainty**  
**Code** JUST CE135  
**Fee** FREE

livestreamed via Zoom.

In today's fast-paced work environment, leaders are expected to stay resilient and optimistic amid constant change, increasing demands, and widespread challenges such as change fatigue, workplace conflict, employee disengagement, and the need to maintain a culture of innovation and psychological safety. This webinar addresses these issues by introducing a whole-brain approach to leadership designed to help leaders sustain peak performance both professionally and personally.

Participants will gain insights into how the brain and body influence leadership effectiveness and will be encouraged to challenge traditional beliefs about resilience, work-life balance, and leadership. The session explores key elements such as optimism, emotional intelligence, mental resilience, and diverse thinking, providing tools and strategies to cultivate these qualities. Attendees will leave with practical techniques and personalized approaches to enhance motivation and build a resilient, innovative workplace culture.

**13 Factors of Psychological Health and Safety**  
**Code** JUST CE139  
**Fee** \$185 + GST

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

**Yukon First Nations 101**  
**Code** YFN 001  
**Fee** \$395 + GST

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.

**Conscious Aging Talk**  
**Code** JUST CE86  
**Fee** FREE

This talk is for anyone curious about Conscious Aging and the inner work it involves. Do you envision your later years as a time of purpose, growth, and passion? Are you willing to prepare for such an elderhood? Would you like guidance and support in your preparation? This talk will introduce you to the major themes of aging consciously and is an invitation to begin the journey—to embark on a path of continued growth and development.

**NEW**  
**Conscious Aging: Transitions (1 day workshop)**  
**Code** JUST CE86  
**Fee** \$150 + GST

Recent research shows that we are in transition in our lives more often than when we are on some stable plateau. Getting older does not stop transitional processes. Life continues to happen as we age. One of life's great transitional periods is retirement. Related to that is the transition from adulthood to elderhood. In this workshop we explore the structure and dynamics of life transitions and how we can successfully navigate them, with particular reference to the second half of life.

**NEW**  
**Conscious Aging: Harvesting Wisdom from Lived Experience (1 day workshop)**  
**Code** JUST CE86  
**Fee** \$150 + GST

A core aspect of aging consciously and embracing our elderhood is intentionally reviewing our lives with the goal of separating the metaphorical wheat (wisdom) from the chaff (the totality of one's lived experience). In this workshop we engage with a number of different exercises to help us see our life as a story full of challenges, disappointments, losses, and triumphs. Out of this we begin to harvest wisdom and embark on the path of true elderhood.

FASD for Frontline Workers

Code FASD CE01  
Fee \$550 + GST

This training program is designed to equip social service providers in the Yukon with essential knowledge and skills to support individuals affected by Fetal Alcohol Spectrum Disorder (FASD). The course covers foundational knowledge, identification and assessment, intervention strategies, and specialized topics. The training structure is as follows:

- Core Foundations & Best Practices – Understanding key principles and methodologies in social services.
- Practical Applications – Engaging in scenario-based learning, role-playing, and case studies.
- Advanced Skills & Problem-Solving – Addressing complex challenges, ethical considerations, and innovative solutions.
- Review & Certification – Reflecting on key takeaways, assessing knowledge, and certification upon completion

Learning Approach: The course combines lectures, group discussions, hands-on activities, case studies, and role-playing exercises to provide a well-rounded learning experience. Participants will gain both theoretical knowledge and practical tools to enhance their effectiveness in the field.

Transformational Leadership:  
Segment A – The Resilient Leader

Code JUST CE137  
Fee \$135 + GST

This dynamic workshop empowers participants to cultivate energy, confidence, and optimism, which is essential for thriving as leaders both professionally and personally. Grounded in the EQEX VIDA Entera Resiliency Framework and Dr. Tara Swart's whole-brain leadership theory, the course offers practical tools to design a personalized mental resiliency practice that supports peak brain function and sustains well-being.

Participants will explore the six neural pathways of whole-brain leadership, uncover myths about leadership and human development, and connect mental resiliency to emotional intelligence. Through hands-on exercises and self-reflection, learners will gain strategies to strengthen optimism, assess their leadership impact, and access personalized resources to support lasting transformation in both work and life.

Transformational Leadership:  
Segment B – The Resilient Organization

Code JUST CE138  
Fee \$135 + GST

This workshop introduces the concept of organizational resiliency through the EQEX VIDA Entera Resiliency Framework, guiding participants to explore the cultural dynamics that support or hinder their workplace. It encourages curiosity about employee experiences and the workplace environment, helping leaders and teams assess how organizational culture impacts engagement, psychological safety, risk management, and innovation.

Participants will learn to apply key principles such as energy and trust equations to their organizations, fostering conditions for optimal business performance and high-trust environments. The session also connects resiliency to emotional intelligence, offering tools to assess and strengthen a group's ability to navigate challenges. Attendees will leave with practical insights and resources to begin crafting a tailored resiliency plan for their teams.

Applied Suicide Intervention Skills  
Training (ASIST)

Code ASIS 002  
Fee \$245 + GST

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.

Navigating Difficult  
Client Relationships

Code JUST CE120  
Fee \$329 + GST  
or \$299 + GST early bird

For those who work in a helping role, it can be very challenging when clients are vulnerable, stressed-out, or quick to engage in conflict. Complicating matters is that difficult dynamics in the relationship are often amplified by different styles of communication. This workshop reviews what contributes to these challenges, including the intrapersonal, interpersonal, and organizational factors. By looking at case studies, participants will learn how to alter their interactions with clients they find difficult, in order to transform unhealthy relational patterns into more positive interactions and outcomes.

This introductory level workshop is intended for social service and health care personnel, support workers, school personnel, and anyone working with people who exhibit challenging behaviors. The workshop includes presentations, video, case study exercises, experiential practice, personal reflection, and small group discussions.

Motivational Interviewing

Code JUST CE118  
Fee \$329 + GST  
or \$299 + GST early bird

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 working in helping roles encounter this ambivalence in their clients, it is often interpreted as resistance, and they may feel unable to respond in an effective way.

Motivational Interviewing is a method for helping people find their internal motivation for finding solutions to their problems. Participants will learn strategies that start from a place of empathy and draw on the client's personal motivation to create their own goals for change. This introductory-intermediate level workshop is for social service and health care professionals, social workers, school personnel, and anyone supporting people. The workshop includes presentations, video, experiential practice, case study exercises, personal reflection, and small group discussions.

Loss in the Workplace

Code JUST CE105  
Fee \$135 + GST

Every workplace will inevitably experience loss. When that happens-whether it is the death of a co-worker, loss of a family member, chronic illness, or other losses-the impact can ripple throughout the workplace affecting morale, motivation, and ultimately, productivity. Loss in the Workplace, developed by Hospice Yukon, offers tools to help prepare for loss and grief in your work environment, as well as insight and knowledge about:

- The nature of how we heal.
- Practical tools to help you provide effective leadership in crises and high stress periods.
- Anticipating the challenges of supporting employees through difficult times.
- Establishing appropriate support and maintaining productivity in your unique work.

De-escalating Potentially  
Violent Situations

Code JUST CE75  
Fee \$329 + GST  
or \$299 + GST early bird

For those who work in an environment where there is potential for violence, it is important to develop the skills needed to defuse dangerous situations. This 1-day workshop is designed to teach people to de-escalate potentially violent situations through assertiveness and interpersonal communication. The training will explore how anger and violence interplay, including opportunities for self-assessment of personal communication styles. Participants will develop a clear understanding of how to assess the potential for violence and respond with a diverse set of interpersonal tools and strategies designed to defuse potentially violent situations. The workshop is intended for anyone wanting to learn more about violence and interpersonal strategies useful in de-escalating the imminent threats of violence.

Mental Health First Aid for  
Northern Peoples

Code JUST 034  
Fee \$285 + GST

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 several important principles including respect, cooperation, community, harmony, generosity, and resourcefulness.

# 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](http://YukonU.ca/cnim-contract-training)  
[cnim@yukonu.ca](mailto:cnim@yukonu.ca)

### Learn more about our offerings!

**Commercial Driver pathways**  
[YukonU.ca/commercial-driving](http://YukonU.ca/commercial-driving)

**Environmental Monitoring Certificate Program**  
[YukonU.ca/environmental-monitoring](http://YukonU.ca/environmental-monitoring)

**Heavy Equipment Operator Simulator Training**  
[YukonU.ca/HEO](http://YukonU.ca/HEO)



## Commercial Driver Training

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** \$4135 + 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** \$550 + GST

#### Pre-trip Inspections

**Duration** 12 hours  
**Fee** \$385 + GST

#### Cargo Securement

**Duration** 4.5 hours  
**Fee** \$200 + GST

#### Heavy Trailer Endorsement

**Duration** 9 hours  
**Fee** \$550 + GST

#### Chaining Up

**Duration** 4.5 hours  
**Fee** \$200 + 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](mailto:HEOtraining@yukonu.ca).

### Skid Steer Loader Operator Training

**Duration** 2 Days  
**Fee** \$550 + GST

This 2-day blended skid steer training program is designed to teach participants how to safely operate a skid steer loader, covering the mechanics of skid steer movements, as well as federal and provincial regulations and safety requirements. The program includes both theory sessions and practical exercises in the yard, allowing students to gain hands-on experience after each learning module.

## Environmental Monitoring Certificate Program

### Environmental Monitoring Certificate program

**Duration** 10 weeks over 2 years  
**Fee** \$15,000 + GST

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](https://YukonU.ca/first-aid)



**Blended Standard First Aid/CPR-C**

**Duration** 14 hours (7 hours online)  
**Code** FA CE41  
**Fee** \$185

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** \$225

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** 7.5 hours  
**Code** FA 022  
**Fee** \$145

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** \$80

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.*

**Basic Life Support Including: Oxygen Therapy & Airway Training**

**Duration** 7 hours  
**Code** BLS CE01  
**Fee** \$95

**Remote First Aid/CPR-C**

**Duration** 20 hours  
**Code** WFA 010  
**Fee** \$350

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** \$195

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** \$550

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.*

**Wilderness First Aid/CPR-C  
Recertification**

**Duration** 20 hours  
**Code** WFA 013  
**Fee** \$350

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.*

**Emergency Medical Responder  
– Advanced First Aid**

**Duration** 80 hours  
**Code** EMR 001  
**Fee** \$1,350

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.*

**Emergency Medical  
Responder Recertification**

**Duration** 40 hours  
**Code** EMR 002  
**Fee** \$725

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 theclass 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](https://YukonU.ca/industrial-safety)



<b>Rigging and Hoisting</b>		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.
<b>Code</b>	RIGG 001	
<b>Fee</b>	\$449 + GST	
<b>Workplace Hazardous Materials Information System (WHMIS)</b>		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.
<b>Code</b>	WHMS 001	
<b>Fee</b>	\$95 + GST	
<b>Transportation of Dangerous Goods (TDG)</b>		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.
<b>Code</b>	TDG 001	
<b>Fee</b>	\$95 + GST	
<b>Fall Protection</b>		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.
<b>Code</b>	SAFE 005	
<b>Fee</b>	\$195 + GST	
<b>Confined Space Entry</b>		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.  <i>Pre-requisite: current Fall Protection certification</i>
<b>Code</b>	CNSP 001	
<b>Fee</b>	\$195 + GST	
<b>Crane Operator</b>		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.
<b>Code</b>	RIGG CE03	
<b>Fee</b>	\$295 + GST	



<b>Introduction to Erosion and Sediment Control</b>		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.
<b>Code</b>	SOIL 002	
<b>Fee</b>	\$399 + GST	
<hr/>		
<b>FOODSAFE Level 1</b>		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.
<b>Code</b>	HLTH 004	
<b>Fee</b>	\$125 + GST	
<hr/>		
<b>RPAS/Drone Complete Advanced Pilot Training &amp; Certification</b>		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.
<b>Code</b>	AIR CE02	
<b>Fee</b>	\$1,595 + GST	
<hr/>		
<b>Powder-Actuated Tools</b>		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.
Check website for details		



# Innovation & Entrepreneurship

I&E supports Yukoners to test simple, bold—and sometimes crazy—ideas, and grow businesses that make positive impacts.

The I&E team is here to support you from concept to commercialization with access to funding, resources, expertise, and incubation.

Visit us at the Northlight Innovation Hub in downtown Whitehorse, where you can connect and collaborate within the vibrant Yukon small business community.

If you're 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.



## Yukon Communities Small Business Network

You are devoted to serving your community and we are devoted to supporting you. Whether you're passionate about a craft or hobby, or you already own a small business—everything from woodcutting to catering—we support flexible entrepreneurship programming customized to your needs.

I&E works with local partners throughout Yukon communities to offer you workshops and skills-development so you can do what you do best, in a way that is financially sustainable. We work with YukonU's Continuing Studies Division, community campuses, and partners throughout the territory to adapt tools and custom training in a culturally relevant way to help you thrive wherever you call home.

[YukonU.ca/communities-small-business-network](https://YukonU.ca/communities-small-business-network)



## Innovation Fund

We believe Yukoners are natural innovators, and we celebrate the relationship between tradition and innovation in the North. We work with innovators who are sparking the way forward with simple solutions and bold advancements in healthcare, environment, traditional crafts, housing, energy, education, and AI applications that make life easier for everyone. If you can dream it, we're here to help turn your idea into reality!

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](https://YukonU.ca/innovation-fund)



**Visit us and get in touch**

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



## IncubateNorth

Leap into the next stage of your business growth! Our 12–18 month incubation program is designed for founders who have initial traction and sales, and are ready to scale locally, nationally, and/or internationally.

Access custom coaching and a community of support in downtown Whitehorse, or remotely from anywhere in the Yukon. Our flexible program offers one-on-one advice, kickstart funding, mental health support, 24/7 access to office space, brand exposure, marketing, video, bookkeeping, and much more. The IncubateNorth community will support you to get your message, products, and services into the world.

[YukonU.ca/incubatenorth](https://YukonU.ca/incubatenorth)

## Summer Biz School

Learn the practical skills to run your own small business! Our free, part-time program teaches the foundations of entrepreneurship and provides up to \$2,000 for youth aged 17–30 to launch your dream business.

From May–July, you'll join a community of peers, mentors, and special guest instructors who will support you to grow your confidence, leadership skills, and network.

It's a one-of-a-kind journey of self-discovery, and peer connections, and an opportunity to create meaningful impact in your community.

Applications open in early February.

[YukonU.ca/summer-biz-school](https://YukonU.ca/summer-biz-school)

## Wrap-around Innovation Services

Knowledge is power—and when you're starting a 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 in commercializing your innovation; 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](https://YukonU.ca/wrap-around-services)

# Youth Programming



## Science • Technology • Engineering • Art • Math • Trades

We are excited to offer Fall 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!

E-mail us for more information.

[camps@yukonu.ca](mailto:camps@yukonu.ca)



## Upcoming programming

### Fall After-School Clubs

From September to December 2025, we will run free weekly STEAM and trades-themed after-school clubs, both in Whitehorse and in the communities.

### In-School Workshops

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

### Professional Development

Our program 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 and support educators and youth workers in delivering engaging STEAM content to the youth they work with.

### Summer Camps

Our program will deliver summer camps in 2026. Information will be available mid-February; registration will open in March. Keep an eye on the our 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](mailto:camps@yukonu.ca).

### Call out for STEAM and trades facilitators

We will be hiring a new cohort of after-school facilitators in September. This job will be posted in late August; 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](mailto:camps@yukonu.ca) if you have any questions!

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

<b>Date</b>	Sept 8 – Dec 5
<b>Time</b>	Mon-Fri • 9am – 3pm
<b>Work placement</b>	Nov
<b>Fee</b>	FREE
<b>Applications</b>	Accepted year round
<b>Application review</b>	Apr/May, Aug and Nov/Dec



## 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.

## 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.

## Application process

Applications can be completed and more information can be found by:

Email – [tiow@yukonu.ca](mailto:tiow@yukonu.ca)  
In person at **room A2315 or C1310**.

Applications can also be completed over the phone at **867 332 7079**

### For more information, contact us.

Joel Macht or Polly Madsen  
[tiow@yukonu.ca](mailto: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](https://YukonU.ca/YWWOP)

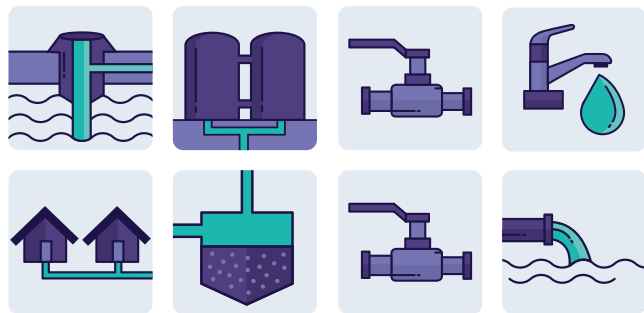


## What does a career in water and wastewater look like?

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](https://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](https://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](https://yukonu.ca/CS)), career and job readiness programs ([YukonU.ca/programs](https://yukonu.ca/programs)), to access pathways ([YukonU.ca/ASD](https://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](mailto: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](mailto:ce@yukonu.ca)**



## Continuing Studies

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ce@yukonu.ca  
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