

Continuing Studies

January to April 2022



Take control of your future.

Explore the many opportunities YukonU has to offer you.

How can YukonU be a part of your 2022?

Continuing your education will make your future brighter. I invite you to look through this course guide, which conveniently brings to your attention YukonU's workforce, professional and personal development courses and programs scheduled January through April.

While we've safely welcomed students back to face-to-face delivery, we've also learned that our community of learners appreciates options. You'll find we've scheduled a combination of courses in a variety of delivery formats and schedules to meet your learning needs and busy life.

Becoming a university has not been at the expense of delivering our long-standing workforce and professional development programs. You'll find we have scheduled many of the classes you've come to expect from us and see that we've been looking at cutting edge topics and skills to add new opportunities for you.

We're here for the individual looking to level up their skills. We're here to work with professionals and leaders in their development. We're here for frontline workers, health and wellness. We're here for industry and governments. We're here for you.

We'd be happy to discuss the delivery of these courses directly to your group or company, regardless of your location in the Yukon. For the most up-to-date information, schedules and new and additional courses please visit YukonU.ca/CS.

Sincerely,
Dan Anton
Department Head – Continuing Studies

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 fax

867 668 8899

Call 867 668 8710 ext. 2 to have a registration form faxed to you.

If you are in the communities contact your community campus.

Online registration is now available

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);
- You will be paying by credit card or Visa Debit

Note the following information:

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

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What's new

Microlearning workshops

One to two days of skills-based learning:

- Critical Elements of Customer Service
- Communication Strategies
- Business Writing that Works
- Writing Reports and Proposals
- Cyber Security Fundamentals

Leadership training

- The Able Human
- Becoming Management Material
- The ABCs of Supervising Others
- Developing your Executive Presence

Human resources (HR) training

- HR Training for the non-HR Manager

First aid and safety training

- Air brake endorsement

For the continued health and safety for all, everyone attending Yukon University campuses must be fully vaccinated against COVID-19 effective February 18, 2022.

As circumstances change frequently, for up to date Covid safety measures please check the [YukonU.ca/covid-19](https://yukonu.ca/covid-19) to help you prepare for your experience on campus prior to your course start.



Professional development

- Microlearning workshops
- Leadership training
- Project management
- Accounting and financial management
- Human resources
- Evaluation training
- Conflict resolution
- Northern gardening
- Drone training

Microlearning workshops

Microlearning workshops are short-term, focused learning strategies that are designed for skill-based understanding, learning and education.

Today's world of work is evolving, requiring us to become more agile and to seize new skills and competencies. Whether contemplating a career transition, starting a new side hustle, or upskilling to boost your employability, our microlearning workshops will help get you where you need to go!

Majority of courses will be held at **NorthLight Innovation located downtown in Whitehorse at 2180 2nd Ave.**

Communication Strategies

NEW

Date Jan 31
Time Mon • 9am – 4:30pm
Code PERS CE02 • CRN 90102
Fee \$249 + GST

Have you ever wondered why it seems so difficult to talk with some people and so easy to talk with others? Can you recall an occasion where you met someone for the first time and immediately liked that person? Something about the individual made you feel comfortable. A major goal of this one-day workshop is to help you understand the impact your communication skills have on other people. You will explore how improving these skills can make it easier for you to get along in the workplace and in life.

Making Meetings Matter!

Date Feb 3
Time Thur • 9am – 4:30pm
Code LEAD 022 • CRN 90104
Fee \$249 + GST

This workshop is for managers, project leads and others who prepare and chair meetings as part of their workplace or volunteer responsibilities. There are reasons why some meetings are productive, while others are not and leave participants feeling like it was a waste of time.

The four units in this course include Introduction/Investigating, Preparation, Running the Meeting and Meeting Follow-up. Checklists, sample agendas and other tools will equip you for making your future meetings productive to advance your work.

Working Smarter

Date Feb 4, 7 and 14
Time Fri/Mon/Mon
9am – 4:30pm/
9am – 1pm/9am – 1pm
Code OFSK CE 11 • CRN 90085
Fee \$499 + GST

Rudeness in the workplace is increasing to the level that universities are studying it. Everyone is busy, everyone is stressed and most people take it out on their colleagues at one time or another. We've all been in a situation where we need to print something ASAP and someone has left the printer jammed or we need coffee and the coffee pot is empty. Technology is supposed to make life easier and simpler but most managers find themselves cleaning up messes caused by too many gadgets. This three-day workshop will show you how to leverage technology to work smarter, not harder.

Critical Elements of Customer Service

NEW

Date Mar 2 and 9
Time Wed • 9am – 4:30pm
Code AECR CE02 • CRN 90099
Fee \$499 + GST

While many companies promise to deliver an incredible customer experience, some are better at supplying it than others. This two-day course is designed around six critical elements of customer service that, when a company truly embraces them, bring customers back to experience service that outdoes the competition.

Professional Minute Taking

Date Jan 28
Time Fri • 9am – 4pm
Code MINU 001 • CRN 90026
Fee \$199 + GST

Establish yourself as the minute-taking expert in your organization. Learn how to take this in-demand expertise to a professional level. Build and improve upon skills such as agenda writing, selecting appropriate minute templates, concise summarizing and listening. By providing ample tips, feedback and examples, this course will swiftly improve your minute-taking skills and confidence.

Microlearning workshops

Introduction to Facilitation Skills

Date	Feb 17
Time	Thur • 9am – 4:30pm
Code	FACI CE03 • CRN 90088
Fee	\$249 + GST

Expand your professional skill set with this full-day workshop designed to get you started or to enhance your current facilitation skills. Whether in a small meeting setting or large group gathering, fundamental concepts apply. These concepts will be demonstrated through stories, templates, checklists and other tools that you can use in the future.

The topics in this course include the role of the facilitator, factors that influence which facilitation technique to use, facilitation using the Prepare, Deliver, Follow-up (PDF) Approach and examining various facilitation processes and techniques.

Business Etiquette—Gaining that Extra Edge

NEW

Date	Feb 11
Time	Fri • 9am – 4:30pm
Code	PRO CE01 • CRN 90098
Fee	\$249 + GST

If you've ever had an awkward moment where:

- You weren't sure which fork to use.
- You didn't know which side plate was yours.
- You had to make small talk with a very important person and were lost for words.

... then you know just how agonizing such moments can be. Even worse (and what can be even more damaging to your career) are the social gaffes you aren't even aware you make. This one-day workshop will help you handle most of those socially difficult moments and help you gain that extra edge.

Writing Reports and Proposals

NEW

Date	Mar 3
Time	Thur • 9am – 4:30pm
Code	PROP CE07 • CRN 90105
Fee	\$249 + GST

It is essential to understand how to write reports and proposals that get read. After you have secured the proposal, you will be asked to prepare a report at the end of the project. This one-day workshop will provide you with skills to write a well prepared and thought-out report. The course has you work through four stages of report writing while being clear, concise, complete and correct so that you can be as efficient as possible with the end task.

Skills you need for Workplace Success

NEW

Date	Mar 7
Time	Mon • 9am – 4:30pm
Code	WORK CE02 • CRN 90100
Fee	\$249 + GST

There have been several studies that identify the key skills that workers need to be successful. Various studies call them different things: critical employability skills, soft skills or transferrable skills. Regardless of the name, these skills are critical for workplace success. Eight of the most identified skills are being a productive team member, flexibility, problem solving, resourcefulness, giving and receiving feedback, self-confidence, creative thinking, and emotional intelligence. Many of us possess one or more of these attributes already and perhaps all of them. Luckily these skills can be improved upon through training.

This one-day course looks to take you from where you are now to a new level of understanding of key skills that will help make you successful at work.

Cyber Security Fundamentals

NEW

Date	Mar 4
Time	Fri • 9am – 4:30pm
Code	DIGW CE03 • CRN 90106
Fee	\$249 + GST

Cyberattacks are increasing at an alarming rate. Radware reported that there were 2.3 billion data breaches in 2018—almost three times more than the year before—costing companies about \$600 billion. Most companies have installed firewalls and other cyber defenses to stop cyberattacks, but they are not foolproof. In fact, one of the key risk factors in cyberattacks is human error. A recent Intel Security survey found that 97 percent of people could not identify all the phishing emails in a sample of 10 emails.

This one-day course will ensure that you gain an appreciation of measures to protect against cyberattacks and the role in defense measures. Most importantly, it will help you to recognize phishing attacks, and when a cyberattack has been successful, understand what steps to take to mitigate the effect. The importance of practicing safe social media behaviour to prevent cyber criminals from mining sensitive personal and company data will also be discussed. You will gain a sense of what to include in a cybersecurity plan.

Honing and Delivering your Message

NEW

Date	Mar 28
Time	Mon • 9am – 4:30pm
Code	PERS CE03 • CRN 90103
Fee	\$249 + GST

This one-day course will prepare you to develop a message and remain on topic when they are presenting that message to the media and public without straying from the point, or points, they want to make. The final session will give you the opportunity to craft and hone a message of your own.

Getting Stuff done: Personal Development Bootcamp

Date	Mar 16 and 18
Time	Wed/Fri • 9am – 4:30pm
Code	OFSK CE12 • CRN 90086
Fee	\$499 + GST

Why are there so many different organizational systems and time management methods out there? The answer is simple: it's like any other personal challenge, such as weight loss or money management. There is no simple, one-size-fits-all answer. You must build a solution that works for you. Over the course of this two-day workshop, we will explore various time management and organizational tools and techniques so that you can build a customized productivity plan for your personal and professional lives. At the end of the course, you will emerge with a plan that works for you so that you can start regaining control of your life!

Risk Management Fundamentals

NEW

Date	Apr 4
Time	Mon • 9am – 4:30pm
Code	AMDS CE01 • CRN 90112
Fee	\$249 + GST

Risk management has been an important part of organizational best practices. In this one-day workshop, you will learn more about risk management, terminology and its effect in a workplace. New supervisors and managers will benefit from understanding the general principles that underlie risk management and what your obligations are. The framework can be used for a single project or related to an enterprise-wide risk management program.

Business Writing that Works

NEW

Date	Mar 21 and 25
Time	Mon/Fri • 9am – 4:30pm
Code	WCOM CE03 • CRN 90101
Fee	\$499 + GST

We all know what good writing is. It's the novel we couldn't put down, the poem we never forgot and the speech that changed the way we look at the world. Good writing is the memo that gets action and the letter that says what a phone call can't.

In business writing, the language is concrete, the point of view is clear and the points are well expressed. Good writing is hard work; even the best writers get discouraged. However, with practice you can feel more confident about your own writing. This two-day workshop will give you the tools to become a better writer.

Fundamentals of Writing Successful Funding Proposals

Date	Apr 7 and 8
Time	Thur / Fri • 9am – 4:30pm
Code	PROP 002 CRN 90116
Fee	\$599 + GST

Join an experienced proposal writer in this two-day workshop on the fundamentals of writing a successful proposal. You will gain relevant and practical skills and tools to help you prepare a successful proposal or project. Content includes the components of writing and submitting a proposal, tips and tricks for successful proposal writing, and sharing and learning from others' experience. If you have a proposal you are working on or will be, please bring it to the workshop.

Strategies to Handle Nervousness when Speaking to an Audience

NEW

Date	Apr 7
Time	Thur • 9am – 4:30pm
Code	PBSP CE01 • CRN 90089
Fee	\$249 + GST

If speaking in front of people is part of your work responsibilities but not in your comfort zone, you are not alone! This nervousness may never go away but it does not have to be a barrier to your professional success. Using humour and real-life stories in a relaxed and informal atmosphere, you will learn various strategies and receive practical tips and tools to manage your nervousness of speaking or presenting in front of an audience.

You will have the opportunity to practice in class, but this is absolutely optional! You will be provided with tools to practice at home if preferred.

Fundamentals of Event Planning

Date	Apr 21
Time	Thur • 9am – 4:30pm
Code	PLAN CE06 • CRN 90087
Fee	\$249 + GST

"Where to start?" is the most common question asked in the context of event planning. Whether your event is short or long in duration, small or large, simple or complicated, key concepts, principles and processes of event planning are similar. This full-day workshop will provide clarity on the event planning process and equip you with a number of practical tools and templates and other resources to help you plan future events.

The four modules in this course include Initiating, Building the Work Breakdown Structure, Building the Workforce and Preparing for Implementation.



Leadership training

If you are looking for new inspiration as a leader, or you are an aspiring leader, we are excited to share our new courses with you! Our courses are built by subject matter experts and are for the everyday leader. Whether it is that next step in your career, or more leadership knowledge and skills you are looking for, these courses will deliver what you are seeking.

The Skillful Manager is a series of two-day seminars for both aspiring and experienced supervisors and managers.

Managing from your Strengths

Date April 28 and 29
Time Thur/Fri • 9am – 4:30pm
Code BMGM CE05 • CRN 90080
Fee \$795 + GST

This is the foundational seminar of the Skillful Manager Series.

Discover your personal strengths at work and identify your natural working style. You will develop a learning plan that identifies areas of deliberate development.

Motivating your Staff

Date Dec 1 and 2, 2022
Time Thur/Fri • 9am – 4:30pm
Code BMGM CE06 • CRN 90079
Fee \$795 + GST

Investigate the manager's role in empowering and coaching staff to achieve results through effective communication approaches.

Pre-requisite: BMGM CE05 Managing from your Strengths

The Competent Supervisor—Leading Productive, Safe Teams

Date Apr 5 and 6
Time Tue/Wed
8:30am – 5pm
Code SUPR CE08 • CRN 90091
Fee \$799 + GST

Being a supervisor comes with many responsibilities, duties and expectations. It is one of the most critical roles in any organization, yet supervisors often receive little training or formal education to help them prepare for or improve in the role. This two-day workshop is designed for both technical and non-technical leaders (team leads, supervisors, project managers, managers). It will focus mainly on the people-side of leadership while ensuring participants clearly understand the links to effective safety and productivity in a team environment.

You will be introduced to situational leadership approaches, tools focused on developing team trust and respect, conflict management, individual and team performance management, a coaching and mentoring model, the basics of change management and tips to improve communication skills. We will introduce you to a team-based facilitation methodology that can be used for brainstorming, making decisions and problem solving.

The goal is to provide you with the confidence and practical hands-on tools required to lead effective teams.

Lead by example, share your vision, lead change, enable others, make them shine.

The instructor has over 15 years of experience leading and coaching multi-disciplinary teams in both large and small companies across Canada and overseas.

Develop your Training Program

NEW

Contact Kathryn Zrum:
kzrum@yukounu.ca or 867 668 8740

Training is an essential element for development in any successful organization. This workshop is designed for individuals who want to develop training programs that are meaningful, practical and will benefit both trainees and the organizations they work for. Over two days, you will learn effective teaching skills to create an active and engaging learning environment for your participants.

The Able Human

NEW

Date Mar 22
Time Tue • 8:30am – 5pm
Code PERS CE04 • CRN 90113
Fee \$299 + GST

Our lives are made up of relationships and connections in our social and work environments with other humans. The depth of a relationship or connection is based on trust and an understanding of who you are and who that other person is. In this workshop, we will explore some practical approaches to understand, build, maintain and repair human relationships. We will introduce you to a simple and effective facilitation approach that ensures everyone gets to participate. You will practice this facilitation approach to explore various topics during this workshop.

Some of the topics that we will explore include:

- The principles of cooperation—the drive to always “win”.
- The “trust” factor in all relationships.
- Who are you? Core values and personalities.
- Communication basics—listening and speaking.
- Automatic listening—perceptions and biases.
- The need to be right—the nature of conflicts.
- Understanding “change”.

Building strong effective relationships starts with you. Our hope is that you will come away with a better understanding of who you are and the impacts (good and bad) you may be having on others. The workshop will provide you with some practical, hands-on approaches to improve your relationships.

Self-Leadership

NEW

Date Feb 18
Time Fri • 9am – 4:30pm
Code LEAD CE10 • CRN 90109
Fee \$249 + GST

Self-leadership puts together taking responsibility for our outcomes, setting direction for our lives and having tools to manage priorities. Self-leaders work at all levels of an organization. They are frontline workers in every possible role, middle managers and CEOs. Self-leaders like Walt Disney and Wayne Gretzky worked hard to achieve their dreams without using the term self-leadership. However, they clearly demonstrated that being in control of their behaviour and results, focus, practice and learning were necessary to achieve their goals.

Self-leadership requires a commitment from individuals to decide what they want from life and to do what's necessary to get the results they want. This one-day workshop will help you internalize the four pillars of self-leadership and make meaningful, empowered choices while taking action to get where you want to go.

The ABCs of Supervising Others

NEW

Date Mar 23
Time Wed • 9am – 4:30pm
Code SUPR CE14 • CRN 90110
Fee \$249 + GST

This workshop is for people who are new supervisors or who are interested in a supervisory position, as well as those who are team leads or part-time supervisors without a great deal of authority.

This two-day course is designed to help you overcome many of the supervisory problems that you will encounter as a workplace leader. Dealing with problems that a new supervisor encounters isn't easy but it doesn't have to lead to discouragement.

Developing your Executive Presence

NEW

Date Apr 1
Time Fri • 9am – 4:30pm
Code PRO CE02 • CRN 90111
Fee \$249 + GST

Some people immediately command attention and respect when they walk into a room. Do you have that kind of presence? If not, is it something that you would like to develop? This one-day workshop will help you do just that by building your credibility, improving your personal appearance, honing your networking skills and enhancing your ability to communicate effectively. You will also receive an introduction to core leadership skills.

Leadership training

Coaching: A Powerful Leadership Tool

NEW

Date Mar 29 – 31
Time Thur • 9am – 4:30pm
Code SUPR CE10 • CRN 90090
Fee \$749 + GST

A three-day course focuses on coaching, listening, communication and change leadership skills with people at all levels. You will have the opportunity to learn and practice, in real time, the most basic principles of coaching. The course will include group discussions, group activities and practice coaching. This course is ideal for supervisors, managers and anyone in a leadership position who wants to learn more about coaching as an effective leadership tool in their workplace.

Becoming Management Material

NEW

Date Apr 11 – 13
Time Mon/Tue/Wed
9am – 4:30pm
Code AMDS CE02 • CRN 90108
Fee \$749 + GST

This three-day workshop is a tool for your leadership development. It is designed to help you create and accomplish your personal best, and lead others to get extraordinary things done.

Defining your role as a manager and understanding the management challenge while you embrace change are a few of the topics covered. You will identify your leadership profile while exploring ways to use this knowledge to improve your success in becoming a manager. At the end of the three days you will have created an action plan for your career success.



YukonU welcomes the Organizations by Design team to lead a series of seminars for leaders or individuals seeking a fresh perspective on leadership and change. These leading-edge courses will make a positive change on your current professional life and provide an entryway to upskilling for future success.

Change Endurance: Tools for Managing in a World of non-stop Change

Check website for dates

Time 12 hours
Code SUPR CE13
Fee \$499 + GST

It has become a truism that the only constant is change. The impacts of a change in government, economic impacts in the oil and gas sector, changes in sector funding, and a global pandemic have us in a continuous, non-stop state of change. Middle managers are most affected, in their sandwich roles of supporting staff and responding to senior leaders. In this session we will address stages of transition and change as an ongoing phenomenon. This series provides a new way of thinking about change, as well as tools and strategies that you can use to manage in a non-stop world of continuous change. This very popular workshop is endorsed by 65 not-for-profit and government leaders who recently participated in the series.

Building Collaborative Learning Teams

Date TBD
Time 12 hours
Code LEAD CE055
Fee \$649 + GST

Teams that work together can build capacity to adapt by learning to think better together. Creating conditions for collaborative team learning is an acquired skill. There are strategies and tools to challenge assumptions of beliefs that can impede being able to think more creatively and clearly to attain team and organizational goals. Creating learning teams in your organization will attract and retain employees who share this way of working together to achieve a shared vision. This applied learning opportunity will provide skills you can use to build learning capacity in your team.

A Systems Thinking Approach to Leadership

NEW

Date TBD
Time 18 hours
Code SUPR CE10
Fee \$749 + GST

Are you, your team, or your organization looking at ways to think differently together? Or where to intervene in your system to impact real change? Learning (or refreshing) your innate systems thinking skills will change your view of your world. Come and learn about how to apply habits of systems thinkers, learn systems thinking tools and systems archetypes that you can apply in your everyday work.

Project management

YukonU 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 (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 Workshop.

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



NEW

Project management courses and workshops are now being offered via **LIVE STREAM**.



What are LIVE STREAM workshops?

Live stream workshops are delivered using a virtual platform where the instructor is online to lead the class. The instructor provides lectures, gives students exercises to reinforce the learning, answers questions, elaborates on topics covered and facilitates class discussions—providing the same coverage that students would have received in person.

Project Management Essentials: Part 1

Date Apr 25 – 27
Time Mon – Wed
9am – 5pm
Code PROJ 001 • CRN 90024
Fee \$997.50 + GST



Gain a comprehensive overview of project management techniques so that you can effectively plan, manage and control projects based on the standards of the Project Management Institute (PMI).

Project Management for Administrative Professionals

Date Feb 15 and 16
Time Mon/Tue
9am – 5pm
Code PROJ CE02 • CRN 90022
Fee \$997.50 + GST



Designed for executive assistants and other administrative professionals, this workshop will allow you to discover how to apply project management processes for supporting multiple people and projects in a team setting. Learn how to plan, prioritize and manage projects on time, on budget, while meeting stakeholder expectations.

Project Management Essentials: Part 2

Date Apr 28 and 29
Time Thur/Fri
9am – 5pm
Code PROJ 003 • CRN 90025
Fee \$997.50 + GST



A continuation of Project Management Essentials: Part 1, with more advanced skill development based on the Project Management Institute (PMI) framework.

Project Management Professional/Certified Associate in Project Management Exam Certification Prep

Date Feb 28-Mar 1 and
Mar 7–9
Time Mon/Tue
Mon – Wed
9am – 5pm
Code PROJ 002 • CRN 90114
Fee \$1997.50 + GST



Industry-standard certification from the Project Management Institute (PMI). The five-day workshop prepares you to write the PMI Project Management Professional (PMP) or the Certified Associate in Project Management (CAPC) certification exam and provides the required educational credits for new applications.

PMI-SP® Certification Prep

NEW

Date Apr 11 – 13
Time Mon/Wed • 9am – 5pm
Code PROJ CE05 • CRN 90139
Fee \$1397.50 + GST

PMI-SP Certification Prep Workshop PMI-SP® Certification from the Project Management Institute is the industry standard for demonstrating competence and a solid foundation of project scheduling skills. This workshop prepares participants to write the PMI Scheduling Professional (PMI-SP) certification exam and provides the 23 hour educational credits. Provides an overview of the PMI scheduling framework for project management set out in the PMI Standard for Scheduling and the PMBOK Guide.

Managing Project Teams

Date Feb 17 and 18
Time Thur/Fri • 9am – 5pm
Code PROJ 004 • CRN 90023
Fee \$997.50 + GST

Employees with demonstrated skills in managing teams and stakeholders provide value to an organization and are typically more likely to be promoted to senior positions and responsibilities.

Develop comprehensive skills by exploring real-world strategies and best practices used in project management. Explore how improved communication and influencing techniques will help you find success in motivating teams, delegating, organizing, problem solving, selling ideas, obtaining information, reporting on performance, managing organizational transition and implementing ideas.

Earn Professional Development Unit (PDU) credits from the Project Management Institute (PMI).

Accounting and financial management

One of the most critical functions of good business practice is the maintenance of concise and accurate account and financial records. These courses and workshops introduce you to the principles of accounting and financial management and their applications.

Professional Bookkeeping series

The Professional Bookkeeping series will provide you with a solid base of industry best practices in bookkeeping, and help you gain a thorough understanding of accounting practices financial recording and the accounting software that accompanies this line of work.

Target a skill set by taking one workshop or complete all six of the required/core courses below to receive the Professional Bookkeeping series certificate of completion.

ACCT 003 Bookkeeping Fundamentals 1	ACCT 002 Sage 50 Level 2 (Simply Accounting)
ACCT 004 Bookkeeping Fundamentals 2	EXCL 001 Excel Level 1
ACCT 001 Sage 50 Level 1 (Simply Accounting)	EXCL 002 Excel Level 2

Bookkeeping Level II

Date Apr 6 – 27
Time Tue/Thur • 6pm – 9pm
Code ACCT 004 • CRN 90083
Fee \$449 + GST

PRE

This course is a continuation and advancement of Bookkeeping Fundamentals Level 1. Building on the theories and foundations learned in Level 1, this course will introduce in-depth bookkeeping procedures such as specialty journals and control accounts, correcting entries, recording costs related to taxes, freight, duty and brokerage, credit notes, aging of accounts receivable and recording of bad debt. We will also discuss accounting and computers, the basic principles of financial reporting, budgeting, payroll, bank reconciliation and internal controls.

Prerequisite: bookkeeping experience or completion of Bookkeeping Fundamentals Level 1.

Basic Bookkeeping Skills Workshop

NEW

Date Feb 15
Time Tue • 9am – 5pm
Code ACCT CE13 • CRN 90093T
Fee \$200 + GST

This one-day workshop will help you understand the difference between a bookkeeper and an accountant. The good thing about accounting is that you can start out wherever you want, at the beginning, the middle, or the end and you will still wind up at the same place. Starting at the beginning, with basic terminology provides the understanding needed to help you decide if you want to pursue further training in bookkeeping. Some of this may ring a bell for those of you who took accounting previously, or were hired to keep the books, or were too cheap to hire a "real accountant" and tried to do your own books. Either way, when we are done here, you will be to be familiar with a lot of these basic bookkeeping and accounting terms.

Accounting and financial management

Sage 50 Level 1

Date	Jan 28 – 30	PRE
Time	Fri • 6pm-9pm Sat/Sun • 10am – 4pm	
Code	ACCT 001 • CRN 90081	
Fee	\$449 + GST	

An excellent comprehensive introduction to Sage 50 software. Starting with a thorough introduction to the interface, you will learn to navigate through features, set up transactions in the general journal, establish your accounts receivable and payables, and set up payroll for small to medium-size businesses. In addition, there will be overviews of the types of reports available, saving your year end and starting a new fiscal year. Tips and examples of how to harness the full capability of this software by reorganizing your business will also be provided.

Prerequisite: bookkeeping experience or completion of Bookkeeping Fundamentals Level 1

Sage 50 Level 2

Date	Mar 4 – 6	PRE
Time	Fri • 6pm – 9pm Sat/Sun • 10am – 4pm	
Code	ACCT 002 • CRN 90082	
Fee	\$449 + GST	

This course is a continuation and advancement of Sage 50 Level 1.

Expand your knowledge of Sage 50 software. Topics covered include project allocation and budget designing, building and entering opening balances into a Chart of Accounts, bank and credit card set up and reconciliation, and advanced payroll including deductions and adjusting entries. Bad debt, NSF cheques and advance reporting options will also be covered.

Prerequisite: bookkeeping experience or completion of Bookkeeping Fundamentals Level 1, and Sage 50 experience or completion of Sage 50 Level 1.

Excel 2016 Level 1

Date	Feb 8 – 22
Time	Tue/Thur • 6pm – 9pm
Code	EXCL 001 • CRN 90029
Fee	\$299 + GST

Simplify the production of spreadsheets with this introductory course to Microsoft Excel 2016.

Starting with a thorough introduction to the interface, this hands-on class will cover topics such as using the Quick Access Toolbar, using the Ribbon, entering text, entering numbers, entering dates and times, inserting and deleting rows and columns, creating and editing formulas, formatting the worksheet and applying cell borders. Get comfortable with Excel 2016 and learn how to create user-friendly, functional, time-saving and professional spreadsheets.

Excel 2016 Level 2

Date	Apr 8 – 27	PRE
Time	Tue/Thur 6pm – 9pm	
Code	EXCL 002 • CRN 90030	
Fee	\$299 + GST	

Build on Microsoft Excel 2016 skill set with the introduction of advanced functions.

Prerequisite: Excel experience or completion of Excel 2016 Level 1.

Accounting and financial management

Whether you are a financial or a non-financial professional, these seminars and workshops will help develop your expertise to understand the economic, organizational and political implications of financial issues. The ability to advise on investment decisions, create budgets, manage risk and achieve growth means that you'll play a key role in any organization and be compensated accordingly.

Finance Essentials for Leaders

NEW

Date	Feb 8 and 9	Code	MANG 001 • CRN 90092
Time	Tue/Wed • 9am – 4:30pm	Fee	\$499 + GST

As a manager, your decisions impact your organization's bottom line. You are expected to express your operational objectives and goals in financial terms through the development of budgets and forecasts. Performance in today's economy is measured by dollars and cents. Your organization's financial statements are one of the clearest indicators of its health.

The two-day course is for budget-holders who wish to increase their leadership effectiveness by working with financial and accounting information and improve their decision-making skills. You will be introduced to financial concepts and their role in the business environment.

Not sure what Yukon University's guidelines are for face-to-face courses?

The most up-to-date information is at YukonU.ca/covid-19

Human resources

Do you find personal satisfaction in helping others? Are you a natural-born problem solver? If so, this program may be right for you.

These courses will provide you with the theoretical foundation and core skills needed when working in a variety of human resource positions.

Labour and Employment Relations

Date	Jan 18 – Feb 8	Code	HRAC 002 • CRN 90077
Time	Tue • 1pm – 4:30pm	Fee	\$495 + GST



This course delivers the legislative and regulatory standards for those working in human resources or employee management positions. Managing, recruiting, hiring, disciplining, dismissing or promoting employees requires a thorough understanding of Labour and Employment Law. Learn the legislation, regulations and standards relevant to employment and human resource management in Canada and the Yukon, including human rights, employment standards, occupational health and safety acts and their relevance to both unionized and non-unionized workplaces.

Human Resources Training: HR for the non-HR Manager

Date	Feb 21 – 23
Time	Mon/Tue/Wed 1pm – 4:30pm
Code	HR CE02 • CRN 90107
Fee	\$749 + GST

In today's fast-moving world, many managers and supervisors are expected to deal with some human resource issues. They may be asked to take part in developing job descriptions, take part in interviews, or take responsibility for discipline. This three-day workshop will introduce those managers and supervisors to human resource concepts. We will walk you through the hiring process, from performing a skills inventory to conducting the interview; discuss orientation; and cover some issues that arise after the hiring (such as diversity issues, compensation and discipline).

Human Resource Planning: Recruitment, Selection and Retention

Date	Apr 14 – May 5
Time	Tue • 1pm – 4:30pm
Code	HRAC 004 • CRN 90119
Fee	\$495 + GST



Keep your organization on the cutting edge by learning the latest practices for attracting qualified candidates to your workplace. Develop an understanding of the fundamentals to legally and ethically select new employees, including how to develop position descriptions, screen applications, generate interview questions, interview candidates, use grading/rating systems and check references.



What are LIVE STREAM seminars?

Live streams are delivered using a virtual platform where the facilitator is online leading the class, providing the same coverage that students would receive attending in person. The facilitator provides lectures, gives participants activities to reinforce the learning, answers questions, elaborates on topics covered and facilitates class discussions. Seminars also include self-assessments, reflections, group share and small group activities focused on addressing current challenges in learner workplaces, all through live stream.

Evaluation training

YukonU, in partnership with the Yukon Chapter of the Canadian Evaluation Society, is pleased to offer an introduction to program evaluation. You can work towards the Credentialed Evaluator (CE) designation that is designed to support professionalization efforts by defining, recognizing and promoting the practice of ethical, high-quality and competent evaluation in Canada.

The 10-module course will be delivered online over 10 weeks through the Canadian Evaluation Society's e-Institute delivery platform. Estimated time to complete is 20 hours.

The online modules will be augmented with weekly in-person facilitated sessions (one hour each) at Yukon University's downtown location at Northlight Innovation. Participants from Yukon communities outside of Whitehorse will be able to participate in the facilitated sessions through Zoom.



Essential Skills Series—An Introduction to Program Evaluation

NEW

Date Feb 10 – Apr 14 • Thur

government sector

non-government sector

Code EVAL CE02 • CRN 90117

EVAL CE02 • CRN 90118

Fee \$450 + GST

\$250 + GST



Online course will be available February 7, 2021.

Participants will gain basic levels of knowledge, skill and appreciation with respect to the essential elements of evaluation, equipping them to enter and participate in the evaluation field and develop as evaluation professionals.

As an entry-level course, no prior knowledge or experience related to evaluation is required. This course is designed for those who are new to program evaluation or those wishing to ensure that their knowledge and skills used in their evaluation practice encompass all basic aspects of program evaluation. Completion of the course entitles you to a Certificate of Completion from the Canadian Evaluation Society.

By the end of the course you will be able to:

- Describe the role of evaluation in the program life cycle.
- Explain common evaluation terms and approaches.

- List the steps in planning and conducting an evaluation.
- Describe how common social science data collection methods are used in evaluations.
- Describe the value and use of project management concepts in evaluations.
- Outline ways to support the use of evaluation findings and produce actionable evaluation reports.
- Recognize evaluation standards and ethical principles and identify their role in the professionalization of evaluation in Canada.

The Essential Skills Series course facilitator will be Paul Kishchuk, a Credentialed Evaluator (CE) and current president of the Yukon Chapter of the Canadian Evaluation Society. Paul has extensive Yukon-focused evaluation experience gained through the completion of more than 35 evaluation assignments for a variety of Yukon organizations and agencies. Other Yukon Chapter Board Members will assist with course facilitation.

To register, please call 867 668 5200. Online registration will not be available for this course.

The online modules are self-directed learning and must be completed prior to the in-class Thursday noon-hour session.

Customized LEARNING solutions

Let us do the groundwork.

Continuing Studies at Yukon University will help you find and design the learning solutions you need, right here at home in the Yukon. Our experts 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 in achieving 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 best develop 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.

You can be our next client! We can customize any of our training opportunities, such as Excel Level 1, Communicating Effectively, Conflict Resolution, Introduction to Facilitation Skills, The Competent Supervisor or Writing Successful Proposals.

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

Contact Continuing Studies:
867 668 5200 or ce@yukonu.ca
YukonU.ca/CS

Conflict resolution

Through YukonU's partnership with the Justice Institute of British Columbia (JIBC), you can complete nationally-recognized certificates in conflict resolution without leaving the territory.

Why take JIBC conflict resolution courses?

- Mediators are in high demand.
- Enhance your career prospects—employers are looking for people who build productive interpersonal and workplace relationships.
- If you work in the field of negotiation and/or mediation, these courses will enhance your skill set with the knowledge, internationally recognized certification, and the expansive resource network of the JIBC.

Admission requirements:

Some courses have prerequisites. Please review course description for more information.



Foundations of Collaborative Conflict Resolution

Date	Apr 6 – 8	Code	CRES 1100 • CRN 90028
Time	Wed/Thur/Fri 9am – 4:30pm	Fee	\$650 + GST

Discover effective and practical tools for resolving conflicts collaboratively in this foundational course. Examine the sources of conflict, attitudes and beliefs, conflict styles, and the role of assumptions and emotions as you gain an overview of conflict dynamics and collaboration strategies. Target your own self-awareness and understanding through structured exercises and simulations, and achieve the prerequisite training for future required courses.

This course is equivalent to CRES 1101: Foundations of Collaborative Conflict Resolution: Workplace Focus

Communicating in Conflict: Strategy and Skills

Date	Feb 2 – 4	Code	CRES 1311 • CRN 90031
Time	Wed/Thur/Fri 9am – 5pm	Fee	\$650 + GST

Examine basic interpersonal communication concepts and theories and reflect on tendencies in your own communication patterns.

Utilizing experiential exercises, you will practice and analyze the connection between your internal intent, and the strategic use of the communication skills to build empathy and assert meaning.

Northern gardening

Our northern gardening series is blooming!

Expert knowledge combined with a passion for compost that only a gardener could muster, this series of classes has had learners raving. Presented in partnership with the Yukon Agriculture Branch, these courses are giving Yukoners a deeper understanding of everything about gardening. From working with your soil pH to learning energy-efficient modeling tricks for your greenhouse, novices to the greenest of thumbs will flourish in this series.

SEEDS! Get Started

Date Jan 28
Time Fri • 6pm – 9pm
Code GARD CE03 • CRN 90094
Fee \$99 + GST

Your first step to a successful northern garden this season is selecting seed varieties for planting. In this course, you will learn about seeds, seed classification, viability testing, seed terminology and varieties that thrive in our northern climate.

Yukon Master Gardener

Date Feb 3 – Mar 1, Feb 12, 19
Time Tue/Thur • 6pm – 9pm
Sat • 9am – 5pm
Code GARD 010 • CRN 90095
Fee \$349 + GST

Presented in partnership with the Yukon Agriculture Branch.

Master Gardener is a standardized course used throughout North America that focuses on building gardening expertise. The Yukon course provides northern examples, focused on management that is effective for cold climates.

A series of local instructors deliver the course, providing you a broad background in plant botany, physiology, taxonomy, soils, compost, outdoor gardening, greenhouse management, lawn care, houseplants, pests and pest control, medicinal plants, woody perennials and ornamental horticulture.

Greenhouse Design for Northern Gardeners

Check Website

Discover the variety of greenhouse structures you can build or buy, while examining drawbacks and advantages of each. Learn how to orient the beds, choose watering systems, glazing materials and select preferred greenhouse locations. Explore methods of regulating heat through low-cost passive systems, heat storage systems and air circulation processes.

Compost

Check Website

Unlock the potential of that little plastic tub under your kitchen sink! Learn how to create the right conditions to make compost and compost teas. You will gain a thorough understanding of the composting process, what ingredients to use and how to apply the final product.

Put your kitchen scraps to use—your garden will thank you!

Industry specific

Advanced Remotely Piloted Aircraft System (RPAS) Drone Training/Unmanned Aerial Vehicle (UAV) Pilot Certification

Date May 2 – 6
Time Mon – Fri • 8:30am – 4:30pm
Code AIR CE02 • CRN 90076
Fee \$1595 + GST

This comprehensive ground school covers the mandatory content as well as important operational control content that you will need to know as a drone/unmanned aircraft systems (UAS) pilot.

Students must complete the Transport Canada exams, and will be responsible for paying the exam fees, as well as an additional fee for the advanced license once the flight reviews are completed. The exam must be completed before the flight review can take place.

- Basic exam fee \$5*
- Advanced exam fee \$10*
- Advanced licensing fee \$125**

* Exam and licensing fees are not included in the course tuition and are the responsibility of the student to pay directly to Transport Canada. Must be 14 years of age to write the basic exam, 16 years of age to write the advanced exam.

** Must be a Canadian citizen or permanent resident of Canada to complete the Transport Canada license.



Northern Institute of Social Justice

Administrative Justice courses
Trauma and Wellness-related courses
Crisis & Trauma Resource Institute courses

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, short webinars and conversations about resiliency.

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, ethical use of power 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 you a safe space to ask questions, discuss issues and explore tools for responding to challenges and possibilities the 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 also customize training to meet organization-specific needs.

To sign up for our e-news with upcoming and new course offerings, to discuss customized training possibilities or for more information:

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

Funding to operate the NISJ is provided by the Government of Yukon, Department of Education.



Training courses

Dealing with Difficult People

Date Jan 19
Time Wed • 8:30am – 4pm
Code JUST CE76 • CRN 90034
Fee \$235 + GST

Instructors: Crisis and Trauma Resource Institute
Delivered in-person: Yukon University, Ayamdigut Campus, Rm C1530
Registration deadline: Jan 12

We all encounter people we find difficult and typically conversations with them leave us feeling stressed and frustrated. This workshop explores what is happening in those exchanges and demonstrates how people can adapt their strategies to bring about more productive conversations with those they find difficult. You will explore how to deal with patterns of passive aggressiveness, resistance and chronic anger, and how to begin to change difficult patterns using a straightforward, five-step approach.

Webinar

Caregiving During Crisis

Date Jan 19
Time Wed • 9am – 10am
Code JUST CE104 • CRN 90033
Fee Free

Instructors: Liza Manolis and Brenda Jenner
Delivered remotely via Zoom.
Note: the webinar is intended for parents and those caring for children.
Registration deadline: Jan 12

Are you a parent or caregiver wondering how crisis impacts children? Are you interested in practical tools for supporting children—and yourself—during this time of uncertainty?

Join instructors Liza Manolis and Brenda Jenner in this introductory-level webinar for parents or caregivers interested in learning about how to provide meaningful care during a crisis.

Training courses

Caregiving Through Loss and Grief—for Frontline Professionals and Family Caregivers

Date Jan 26, Feb 2, 9, 16 and 23
Time Wed • 10am – 11am
Code JUST CE106 • CRN 90038
Fee \$200 + GST



Instructors: Hospice Yukon
Delivered via Zoom over five weeks on Wednesdays in one-hour sessions.
Registration deadline: Jan 19

The role of a caregiver 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 you feel more confident and satisfied in your role.

This course is geared to the unique needs of family and professional caregivers. Some topics are:

- 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.

Depression—Practical Intervention Strategies

Date Jan 27
Time Thur • 8:30am – 4pm
Code JUST CE89 • CRN 90037
Fee \$235 + GST



Instructors: Crisis and Trauma Resource Institute
Delivered remotely via Zoom.
Registration deadline: Jan 20

Depression is one of the most commonly experienced mental health concerns. This workshop explores a holistic understanding of causes, impact and treatment of depression. A strengths-based approach is explored that considers the whole person, separate from the problem. Participants will learn practical skills for building motivation and setting realistic goals for supporting those living with depression.

Building Resilience in Children—Creative Strategies for Helping

Date Feb 2 and 3
Time Wed/Thur • 8:30am – 4pm
Code JUST CE117 • CRN 90039
Fee \$235 + GST



Instructors: Crisis and Trauma Resource Institute
Delivered remotely via Zoom.
Registration deadline: Jan 26

No matter what a child may be struggling with, when attempts at talking through a problem do not work, using alternative approaches for connecting will often prove more helpful. This workshop explores creative ways of engaging and communicating with children (ages 3–12) and their natural support systems. Participants will learn practical skills based on the expressive arts (play, art, drama) and integrative body-based techniques (mindfulness, sensory and whole-brain activities) that promote and build resilience in children.

Working with Trauma

Date Feb 3 and 4
Time Thur/Fri • 9am – 3pm
Code JUST CE70 • CRN 90040
Fee \$250 + GST

Instructors: Liza Manolis and Brenda Jenner
Delivered in-person: Yukon University, Ayamdigut Campus, Rm C1530.
Registration deadline: Jan 27

This course provides an introduction to trauma and the impact of trauma on the whole person, vicarious trauma, burnout and compassion fatigue. Instructors Liza Manolis and Brenda Jenner explore the impact and implication of client traumas on those who work directly or indirectly with clients and explore some tools for preventing and managing vicarious trauma, burnout and compassion fatigue.

Note: This course focuses on trauma that results specifically from interactions between people, not the trauma resulting from environmental disasters. This course is not intended to be a personal therapy modality.

Training courses

Mindful Self-Compassion

Date Feb 3, 10, 17, 24, Mar 3 and 10
Time Thur • 1:30pm – 3pm
Code JUST CE107 • CRN 90041
Fee \$200 + GST



Instructors: Marcia Burton, certified teacher, Mindful Self-Compassion

Delivered via Zoom over six weeks on Thursdays in 1.5 hour sessions

Registration deadline: Jan 27

Mindful Self-Compassion (MSC) is an evidence-based training program designed to cultivate the skill of self-compassion. Based on the groundbreaking research of Dr. Kristin Neff (PhD) and the clinical expertise of Christopher Germer (PhD), MSC teaches core principles and practices that enable you to respond to difficult moments in your life with kindness, care and understanding.

Course activities include guided meditations, short talks, experiential exercises, group discussion and practices in pairs or small groups. The training is a workshop, based on resilience training and skills, and although it can have psychotherapeutic effects, it is not "therapy". The goal is for you to directly experience self-compassion and to learn practices that evoke self-compassion in daily life. The MSC training is primarily a compassion training program, although mindfulness is the foundation of self-compassion. The course is led by Marcia Burton, certified MSC teacher. Marcia is available for additional support between sessions if needed.

Subscribe to our Continuing Studies Newsletter

Be the first to know about new programs while you keep up to date with our latest course offerings, program initiatives and news.

Email: ce@yukonu.ca to sign up today.

Motivational Interviewing

Date Feb 28
Time Mon • 8:30am – 4pm
Code JUST CE118 • CRN 90045
Fee \$235 + GST

Instructors: Crisis and Trauma Resource Institute
Delivered in-person: Yukon University, Ayamdigut Campus, Rm C1530

Registration deadline: Feb 21

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. By exploring the framework and strategies of Motivational Interviewing, this workshop will provide new ways to facilitate the change process in clients.

Conversations About Resiliency

Responding with Resilience

Date Jan 20
Time Thur • 10am – 11:30am
Code CE114 • CRN 90035
Fee Free



Instructors: Erin Legault, M.Ed, C.C.C. and Megan Grudeski, MACP

Delivered remotely via Zoom.

Registration deadline: Jan 13

What do we do in times of stress? How do we tend to manage?

In this introductory-level workshop, led by Erin Legault and Meg Grudeski, we explore a variety of challenges we experience in our worlds: challenges against others, with ourselves and our world around us. Ideally, we will learn to better recognize what has left us feeling so exhausted with life lately. We will explore various means of tackling these conflicts and challenges with "from-inside" resiliency, which we might have to dig a little bit deeper to discover but is there.

Training courses

Wellness Strategies—Stress, Compassion Fatigue and Resilience

Date Mar 2
Time Wed • 8:30am – 4pm
Code JUST CE119 • CRN 90046
Fee \$235 + GST



Instructors: Crisis and Trauma Resource Institute
Delivered remotely via Zoom.
Registration deadline: Feb 23

In many organizations it is common to find employees suffering from the adverse effects of stress. In the helping field, there are additional factors related to the nature of supporting people that can contribute to compassion fatigue or secondary trauma symptoms. Left unmanaged, stress can lead to unproductive patterns and result in loss of focus, motivation and productivity.

This workshop will help you identify personal stress factors and introduce you to practical methods for successfully managing stress. You will have the opportunity to develop a personalized plan to repair negative effects of stress as well as accelerate your resilience.

Right Use of Power

Date Mar 2 and 3
Time Wed/Thur • 9am – 4pm
Code JUST CE67 • CRN 90047
Fee \$250 + GST

Instructors: Juliette Anglehart-Zedda
Delivered in-person: Yukon University, Ayamdigut Campus, Rm C1530
Registration deadline: Feb 23

The right use of power is at the very heart of ethics. We have all been wounded by misuses of power. The Right Use of Power approach to ethics is dynamic and engaging and recognizes that the issues of power in helping relationships are complex. Linking power with heart, this program focuses on increasing skillfulness, engagement and awareness. It is ethics from the inside out. Two days chock-full of interesting, engaging, practical and even life-changing processes and materials.

This course is presented through talks, discussions and experiential practices. It is especially relevant for psychotherapists, counselors, coaches, teachers, medical professionals, body workers, consultants, leaders, social workers and clergy.

Mental Health First Aid for Northern People

Date Mar 8 – 10
Time Tue/Wed/Thur • 8:30am – 4:30pm
Code JUST 034 • CRN 90048
Fee \$245 + GST

Instructors: Juliette Anglehart-Zedda
Delivered in-person: Yukon University, Ayamdigut Campus, Rm C1530
Registration deadline: Mar 1

This northern version of the Mental Health First Aid Canada course integrates material that reflects the experiences of Indigenous peoples—First Nation, Inuit and Métis. 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 Canada for Northern People is guided by a number of important principles including respect, cooperation, community, harmony, generosity and resourcefulness.

Trauma-Informed Care—Building a Culture of Strength

Date Apr 5
Time Tue • 8:30am – 4pm
Code JUST CE97 • CRN 90050
Fee \$235 + GST



Instructors: Crisis and Trauma Resource Institute
Delivered remotely via Zoom.
Registration deadline: Mar 29

Trauma is prevalent in our world and has an impact on many people we interact with, including clients and colleagues. Compassionate and trauma-informed care is essential to providing effective support and building sustainable services.

This workshop explores how to build a trauma-informed culture in a workplace setting that integrates knowledge throughout the organization.

You will develop an understanding of the pervasive impact of trauma on individual health and relationships. Guiding principles will be explored for increasing emotional and physical safety, culturally sensitive empowerment and creating greater resilience for all parts of an organization. Becoming trauma-informed creates a sustainable foundation in any work setting to promote strength, engagement and recovery.

Please note: this workshop does not provide training related to trauma counselling.

Training courses

Navigating Difficult Client Relationships

Date Apr 13
Time Wed • 8:30am – 4pm
Code JUST CE120 • CRN 90051
Fee \$235 + GST



Instructors: Crisis and Trauma Resource Institute
Delivered remotely via Zoom.
Registration deadline: Apr 6

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 communicating. This workshop reviews what contributes to these challenges, including the intra-personal, inter-personal and organizational factors. By looking at case studies, you will learn how to alter your interactions with clients you find difficult in order to transform unhealthy relational patterns into more positive interactions and outcomes.

Mental Health Concerns in Children and Youth

Date Apr 26
Time Tue • 8:30am – 4pm
Code JUST CE121 • CRN 90052
Fee \$235 + GST



Instructors: Crisis and Trauma Resource Institute
Delivered remotely via Zoom.
Registration deadline: Apr 19

The ability to thrive and manage life's difficulties is greatly influenced by our mental wellbeing from an early age. Children and youth need supports in their lives to help navigate the challenges that come along with mental health, and to connect them with the necessary support and services. This workshop provides a general overview of the common mental illnesses for children and youth, including the signs and symptoms, themes for treatment and the controversies that surround some of the diagnoses. You will learn tips for informal support of children, youth and their families struggling with mental health concerns.

Please note: this workshop is not a skill-building workshop and does not provide training for clinical therapy—the aim of the workshop is to provide understanding and awareness of mental health concerns in children and youth.

Vicarious Trauma—Strategies for Resilience

Date May 17
Time Thur • 8:30am – 4:30pm
Code JUST CE108 • CRN 90054
Fee \$235 + GST

Instructors: Crisis and Trauma Resource Institute
Delivered in-person: Yukon University,
Ayamdigut Campus, Rm C1530
Registration deadline: May 10

There is growing evidence that the impact of directly supporting others through experiences of trauma goes beyond burnout or fatigue. The toll of witnessing intense human experiences and emotions can contribute to a negative transformation of a helper's own sense of safety, and of being competent and purposeful.

This workshop provides you with the opportunity to examine your own experiences and become aware of the signs of both vicarious trauma and vicarious growth.

Grief and Frontline Professionals

Date May 25 and 26
Time Wed/Thur • 9am – 4:30pm
Code JUST 014 • CRN 90053
Fee \$325 + GST

Instructors: Hospice Yukon
Delivered in-person: Vista Outdoor Learning Centre, Mile 6.5
Mayo Road, Whitehorse
Registration deadline: May 18

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 two-day 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.
- The opportunity to feel renewed and better able to support yourself, your co-workers and your clients.

Who should attend?

Nurses, social workers, teachers, therapists, NHAs, counsellors, RCMP, childcare workers, EMS staff, FN Health workers and others.

Training courses

Peer Support—Equipping the Natural Helper

Date June 22
Time Wed • 8:30am – 4pm
Code JUST CE116 • CRN 90055
Fee \$235 + GST

Instructors: Crisis and Trauma Resource Institute
Delivered in-person: Yukon University, Ayamdigut Campus, Rm C1530
Registration deadline: June 15

When challenges in life occur, people naturally reach out for support from those closest to them—co-workers, friends and family. Their initial response can go a long way in terms of normalizing the challenge, planning the next steps and exploring additional resources. Progressive workplaces and communities recognize the importance of being prepared for challenges and are proactive in better equipping natural helpers with the skills they need to be a supportive resource to others.

This workshop explores the support process, key qualities of the peer helper and issues that may arise when assisting others.

Yukon First Nations (YFN) 101

Date June 29 and 30
Time Wed/Thur • 1pm – 4:30pm
Code YFN 001 • CRN 90059
Fee \$325 + GST

Instructors: Yukon First Nations Initiatives Dept., Yukon University
Delivered remotely via Zoom.
Registration deadline: June 22

Yukon First Nations 101 was developed to educate people about the culture and history of the First Nations Peoples of the Yukon, the cultural values shared among Yukon First Nations today and how to communicate respectfully with First Nation individuals and communities. This course has been vetted by the 14 Yukon First Nations.

Join us in a session that includes interactive activities, discussions and presentations by staff in the Yukon First Nations Initiatives department at Yukon University.

Webinar

Become Suicide Aware: Notice. Act. Connect.

Date Jan 13
Time Thur • 10am – 11:30am
Code JUST CE110 • CRN 90032
Fee Free

Instructors: Erin Legault, M.Ed, C.C.C. and Megan Grudeski, MACP
Delivered remotely via Zoom.
Registration deadline: Jan 7

This introductory-level workshop is for anyone who is concerned about friends or family, has personally struggled or works in a professional capacity with people needing support.

Instructors Erin Legault and Meg Grudeski introduce the topic of suicide—complete with myths, facts and statistics—and dig into questions that most people have about suicide: What are the warning signs? How can I tell if someone is at risk? If someone is at risk, what do I do next? How do I ask if they need help? How do I connect people in need to those who can help ensure safety for now?

Training course

Applied Suicide Intervention Skills Training (ASIST)

Date Mar 2 and 3
Time Wed/Thur • 8:30am – 4pm
Code ASIS 002 • CRN 90120
Fee \$200 + GST

Instructors: Erin Legault, M.Ed, C.C.C. and Megan Grudeski, MACP
Delivered in-person: Yukon University, Ayamdigut Campus, Rm C1530
Registration deadline: Feb 24

This workshop is a two-day certified program that provides caregivers with practical information on how to prevent the immediate risk of suicide by applying a suicide intervention model. The workshop is an interactive program that includes teaching, video presentations and skill practice.

Webinars

Talking Tough (Topics): The skill and practice of navigating difficult conversations

Date Feb 17
Time Thur • 10am – 11:30am
Code JUST CE112 • CRN 90043
Fee FREE



Instructors: Erin Legault, M.Ed, C.C.C. and Megan Grudeski, MACP
Delivered remotely via Zoom.
Registration deadline: Feb 14

This introductory-level workshop will help highlight ways of preparing ourselves to have tough chats with others and of brainstorming our own needs and best skills for being present in conversations when the topic is a tough one.

Delivered by instructors Erin Legault and Meg Grudeski, the goal is to build confidence in abilities to navigate important discussions with family, friends and in the workplace.

Coping During Crisis

Date Feb 23
Time Wed • 9am – 10am
Code JUST CE103 • CRN 90044
Fee Free



Instructors: Liza Manolis and Brenda Jenner
Delivered remotely via Zoom.
Registration deadline: Feb 16

Coping requires us to adjust and tolerate negative events and circumstances while attempting to maintain a positive outlook, self-image and emotional equilibrium. Coping involves adapting to unusual demands or stressors; It takes greater effort and energy than is required by the daily routines of life.

Join instructors Liza Manolis and Brenda Jenner in this introductory-level webinar for adults interested in learning about coping during crisis and change.

Sit in my Puddle: The art of empathy and holding space

Date Mar 10
Time Thur • 10am – 11:30am
Code JUST CE111 • CRN 90049
Fee Free



Instructors: Erin Legault, M.Ed, C.C.C. and Megan Grudeski, MACP
Delivered remotely via Zoom.
Registration deadline: Mar 7

This introductory-level workshop introduces participants to a concept that instructors Erin Legault and Meg Grudeski call "sit in my puddle".

In this workshop, you will:

- Learn why solution-giving is not always what someone needs.
- Learn techniques for holding space for someone.
- Learn how to become more comfortable with "just being" in the moment with the person.
- Better understand how allowing someone to sit in the uncomfortable (puddle) is actually what will move them forward.

Registration options:

- Contact Registrations & Records at **867 668 8710 ext 2** and quote the CRN.
- Register online at YukonU.ca/CS-registration.
- Register by emailing registrations@yukonu.ca.

Withdrawal policy:

Please note that if you wish to withdraw from your non-academic course, we require a notice of seven business days prior to your course start date in order for you to receive a full refund. This adheres to our cancellation policy for all withdrawal of non-academic courses.

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)

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

Contact:

Haley Mitander

YukonU First Nations Initiatives

867 668 8775

hmitander@yukonu.ca

YukonU.ca/fnworkshops

**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 the 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.



PHOTO: GBP CREATIVE

Industry training

Centre for Northern Innovation in Mining
Earth Sciences
Yukon Water and Wastewater Operator Program

Centre for Northern Innovation in Mining

Mining in the Yukon is becoming a more efficient, sustainable industry—and the need for skilled people to work in this growing industry is strong. YukonU's Centre for Northern Innovation in Mining (CNIM) offers a wide range of industrial and construction training programs to prepare you for today's workplace.

CNIM offers you, or your company, an exceptional hands-on learning environment through our state-of-the-art facilities, mobile classrooms, high-tech simulators, and close access to working mine sites, reclamation and mineral exploration areas.

Get in touch to find out more about admission requirements and application deadlines for our innovative, uniquely northern training programs:

YukonU.ca/CNIM
matkins@yukonu.ca
867 456 8545

Earth Sciences

Learn about the fascinating field of Earth Sciences. Topics range from Earth's amazing history to natural hazards. Laboratory sections provide hands-on learning. Some courses are offered fully online.

Earth Through Time

Date Jan 6 – Apr 23
Time Tue/Thur
10:30am – 12pm
Code GEOL 108 • CRN 20209
Fee \$360 + GST



GEOL 108 examines Earth's history from initial formation through to the present day using evidence found in the geologic record. The course covers three main themes in Earth history: 1) the concept of geologic time; 2) the evolution of plate tectonics; and 3) the biological evolution of Earth using evidence from the fossil record. Students attend three hours of online lecture each week. This course is not self-paced. This is a three-credit course.

Introduction to the Mineral Exploration and Mining Industries

Date Jan 7 – Apr 23
Time Fri • 9am – 12pm
Code GEOL 108 • CRN 20096
Fee \$360 + GST



GEOL 112 traces the mineral resource sector from grassroots mineral exploration through to underground and open-pit extraction and the processing and marketing of mining products. The environmental impact of mining and sustainable mining techniques are introduced, as well as the monitoring and remediation techniques that follow mine closure. GEOL 112 serves as a foundation for students and practitioners in a wide range of science and policy fields that require a base-level of understanding concerning the mining industry. Students attend three hours of online lecture each week. This course is not self-paced. This is a three-credit course.



Why has my course been cancelled?

Our classes run because of you. If you don't sign up for a course right away you might find that it has been cancelled. Sign up early and avoid disappointment!

Yukon Water and Wastewater Operator Program

Everything depends on water. These courses will help you gain the skills needed to work in the drinking water and water sanitation sectors.

Courses are approved for Environmental Operators Certification Program (EOCP) Continuing Education Units (CEUs) and are available in-person and

online through web-conferencing. Courses and certification exam sessions can be facilitated at any YukonU campus. Apply to write certification exams directly with the applicable authority at least three weeks in advance. Visit YukonU.ca/YWWOP for more information.

Wastewater Collection Level 1 & 2

Date	Jan 17 – 21	
Delivery	classroom	
Code	WO 006 • CRN 90002	
Fee	\$1,470 + GST	
	online	
	WO 018 • CRN 90003	
	\$1,470 + GST	

This 4.5-day course is designed to prepare you to write the Environmental Operators Certification Program (EOCP) certification exam for Wastewater Collection Level 1 or 2. The main objective of the course is to provide knowledge to operators regarding safe and reliable management of wastewater in order to safeguard the public and environment. This course is especially recommended for prospective or Level 1 Wastewater Collection Operators and is relevant to health professionals, supervisors, technicians and homeowners involved and/or interested in wastewater systems.

Wastewater Treatment Level 1 & 2

Date	Jan 31 – Feb 4
Delivery	classroom
Code	WO 021 • CRN 90006
Fee	\$1,470 + GST

This 4.5-day course is designed to prepare you to write the Environmental Operators Certification Program (EOCP) exam for Wastewater Treatment Level 1 or 2. The main objective of the course is to safeguard the public and environment by providing knowledge to operators regarding handling and treatment of wastewater for the purpose of discharging to the environment. This course is especially recommended for prospective or Level 1 Wastewater Treatment Operators and is relevant to health professionals, supervisors, technicians and homeowners involved and/or interested in wastewater systems.

Disinfection: Hypochlorites, Chlorine Gas, Ultra-Violet, Ozone and Chemical Handling

Date	Feb 7 – 10	Code	WO CE66 • CRN 90007
Delivery	classroom	Fee	\$1,100 + GST

This four-day course is designed to provide operators with skills and knowledge to work safely with disinfectants commonly used in water and wastewater systems in the Yukon. The course will focus primarily on how to safely receive, store, dispense and monitor sodium hypochlorite and chlorine gas—the two most commonly used disinfectants in the Yukon. The course will also provide an overview of the use of ultra-violet light and ozone as disinfectants, and the regulatory environment in the Yukon as it applies to water and wastewater treatment.

Upon successful completion of the course, you will be able to:

- Understand the life processes and the physical and chemical principles that allow chlorine gas, sodium hypochlorite, ultra-violet light and ozone to inactivate or destroy pathogenic microorganisms.
- Apply your knowledge to safely receive, store and apply disinfectants in use in their community.
- Understand and describe the function of each of the several pieces of equipment that combine to produce a functioning disinfection system.
- Understand the application of the appropriate mathematical formula required to calculate the appropriate dosage of a disinfectant.

Yukon Water and Wastewater Operator Program

Water Treatment Level 1 & 2

Date	Feb 14 – 18	
Delivery	classroom	online
Code	WO 031 • CRN 90008	WO 031 • CRN 90066
Fee	\$1,470 + GST	\$1,470 + GST

This 4.5-day course is designed to prepare the participants to write their Environmental Operators Certification Program (EOCP) exam for Water Treatment Level 1 or 2 (required by the Yukon Government Drinking Water Regulation). The main objective of the course is to provide knowledge to operators regarding the provision of safe and reliable drinking water through the water treatment process and appropriate water storage practices.

Water Distribution Level 3 & 4

Date	Feb 28 – Mar 4	
Delivery	online	
Code	WO CE55 • CRN 90011	
Fee	\$1,753 + GST	

This 4.5-day (30-hour) course is designed to prepare you to write the Environmental Operators Certification Program (EOCP) exam for Water Distribution Level 3 or 4 (required by Yukon Government Regulation). The course provides the knowledge and understanding required to construct, repair and maintain water distribution systems at an intermediate to advanced level. Participants will evaluate operational processes and associated equipment, become knowledgeable in system design criteria and hydraulic concepts and perform advanced practical calculations. This course is especially recommended for Level 2 or 3 Water Distribution Operators wanting to advance their certification level. This course is relevant to any health professional, supervisor, technician or homeowner involved with or interested in water systems.

Water Analysis, Water Quality Monitoring and Recordkeeping

Date	Mar 23 and 24	Code	WO 023 • CRN 90012
Delivery	classroom	Fee	\$750 + GST

This 4.5-day course is designed to prepare you to write their Environmental Operators Certification Program (EOCP) exam for Wastewater Treatment Level 1 or 2. The main objective of the course is to safeguard the public and environment by providing knowledge to operators regarding handling and treatment of wastewater for the purpose of discharging to the environment.

Water System Liabilities, Responsibilities, Operations and Maintenance

Date	Feb 21	
Delivery	classroom	online
Code	WO CE75 • CRN 90009	WO CE75 • CRN 90010
Fee	\$205 + GST	\$205 + GST

This three-hour course provides an overview of safe drinking water practices, regulatory requirements, and roles and liabilities of system owners and operators. Operation and maintenance of drinking water systems is introduced. This course provides awareness and knowledge that are critical to making good decisions about water systems in the Yukon. The course is targeted at water system owners in the Yukon, including mayors, chiefs, municipal councillors, First Nation councillors, chief executive officers, senior administrators, and territorial and federal government employees. The course is also relevant to water operators, project managers, health professionals, supervisors and technicians.

Membrane Filtration for Drinking Water Treatment

Date	Mar 25	
Delivery	classroom	online
Code	WO 018 • CRN 90014	WO 018 • CRN 90014
Fee	\$390 + GST	\$390 + GST

This one-day course is designed to provide you with an introduction to membrane filtration for municipal drinking water treatment.

- types of technologies
- types of modules
- sizing equations
- operational modes
- operational issues
- membrane cleaning
- integrity control
- practical design
- waste management
- the Marsh Lake system

This course is especially recommended for water operators and is relevant to health professionals, supervisors, technicians and homeowners involved and/or interested in water systems.

Yukon Water and Wastewater Operator Program

Cross Connection Control Awareness

Date	Apr 1	Code	WO 016 • CRN 90015	
Delivery	online	Fee	\$390 + GST	

This one-day course is intended to provide participants with an overview of cross connection control. The main objective of the course is to provide knowledge and awareness to operators regarding cross connections, legalities, hazard classifications and methods of preventing backflow conditions pertaining to the protection of drinking water supplies. The information in this course is not intended to be used as a sole source of information for a cross connection control program. This course is especially recommended for water and wastewater operators and is relevant to health professionals, supervisors, technicians, and homeowners involved and/or interested in water systems.

Math Review for Small Water Systems and Bulk Water Delivery

Date	Apr 7 and 8		
Delivery	classroom		online
Code	WO 026 • CRN 90016		WO 018 • CRN 90017
Fee	\$550 + GST		\$550 + GST

This two-day course is designed to increase proficiency with the math components involved in small water systems operation and bulk water delivery. The course will review the metric system, math basics (i.e., using a calculator, estimating, solving equations, scientific notation, order of operations), unit conversions, length, area, volume, flow rates, pressure, force, head, chlorine dosages, pumping rates and detention time.

This course is especially recommended for water and wastewater operators aspiring to attend Small Water Systems and Bulk Water Delivery courses and write the equivalent Environmental Operators Certification Program (EOCP) certification exams.

Bulk Water Delivery

Date	Apr 11 – 14		
Delivery	classroom		online
Code	WO 010 • CRN 90018		WO 010 • CRN 90019
Fee	\$1,000 + GST		\$1,000 + GST

This 3.5-day course is designed to prepare you to write the Environmental Operators Certification Program (EOCP) exam for Bulk Water Delivery (required by the Yukon Government Drinking Water Regulation). This course is especially recommended for prospective bulk water delivery operators and is relevant to health professionals, supervisors, technicians and homeowners involved and/or interested in water systems.

Basic Small Water Systems Operation

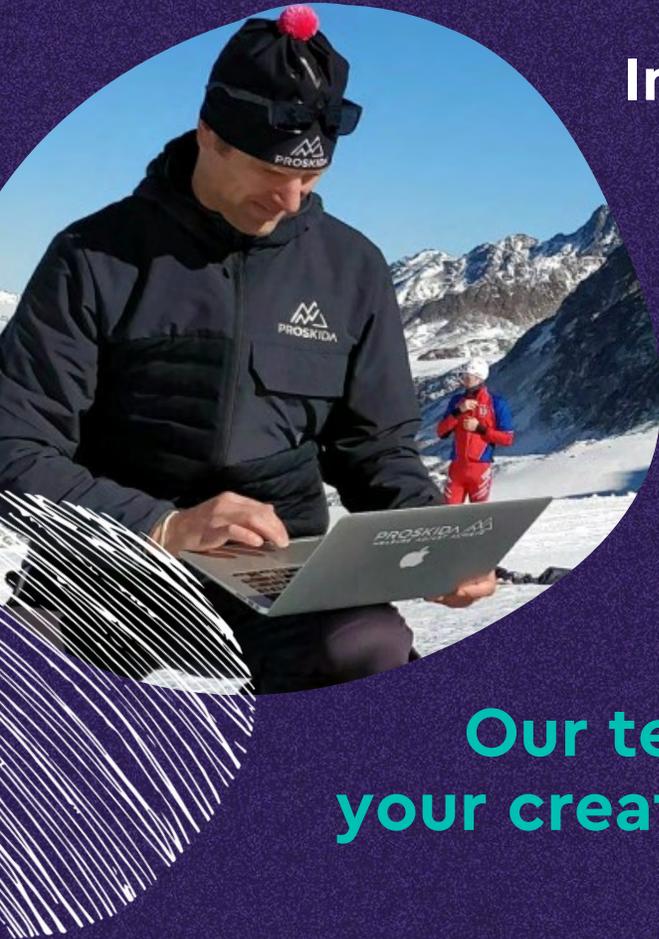
Date	Apr 25 – 29		
Delivery	classroom		online
Code	WO 001 • CRN 90021		WO 001 • CRN 90021
Fee	\$1,245 + GST		\$1,245 + GST

This 4.5-day course is designed to prepare you to write the Environmental Operators Certification Program (EOCP) exam for Small Water Systems (required by the Yukon Government Drinking Water Regulation). This course is especially recommended for prospective small water systems operators and is relevant to health professionals, supervisors, technicians and homeowners involved and/or interested in water systems.

Great courses get cancelled when you wait for the last minute! **Register now to ensure the course happens!**

Innovation & Entrepreneurship (I&E)

Supporting your business from concept to commercialization



Innovation funding & support

We support Yukoners to develop new products and services from beginning to end with:

- I&E Innovation Fund
- Yukon Innovation Prize
- Wrap-around services to access professional expertise suited to your project

Whether you need \$1,000 or \$50,000 to get your project started, we are here to dive into the initial assessment with you.

Our team can help make your creative solutions a reality.

Entrepreneurial education support

We provide programs, learning opportunities and business development activities to advance your profile in Yukon and beyond, including:

- Supporting women entrepreneurs through the Women Entrepreneurship Knowledge Hub
- Developing a network of support in Yukon communities and adapting entrepreneurial programming and services for rural entrepreneurs



Business growth & scaling

We support northern entrepreneurs and innovators with a market-ready solution looking for a support structure to grow, including:

- IncubateNorth, Yukon business incubation program
- Culture of Investment program
- Investor Readiness Training

**Grow your ideas,
gain traction
and give your business wings to soar
across Yukon and beyond.**

Summer Biz School

"Even in the midst of the busyness that was these last few months, Summer Biz School stood out as a highlight of what an awesome summer could be. That was only possible because of YukonU I&E's encouragement, financial support, and endless patience. Your influence shines through us. Thank you for taking the time to build into my life and enjoy my dreams with me."

Grace-Anne Janssen, 2021 Summer Biz Program alumna, owner of The Brilliant Burger and It's a Piece of Cake catering businesses.

Apply now for the 2022 summer cohort!



Get in touch

innovation@yukonu.ca

867 668 8759

Toll free at 1 800 661 0504

YukonU.ca/innovation





First aid & safety

Canadian Red Cross
Wilderness and remote first aid
Emergency medical responder
Energy Safety Canada: H2S Alive
Crane operator
FOODSAFE
WHMIS
Transportation of dangerous goods
Fall protection
Confined space entry
Air brake endorsement

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.



Canadian Red Cross
Croix-Rouge canadienne

Training Partner /
Partenaire de formation

For schedule of classes visit,
YukonU.ca/first-aid

Blended Standard First Aid/CPR-C

Duration 14 hours (7 hours online)
Code FA 003
Fee \$149

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.

CPR-C AED Recertification

Duration 3.5 hours **RE** **PRE**
Code CPR 006
Fee \$50

Update and recertify your CPR-C automated external defibrillator (AED) certification.

Prerequisite: current CPR-C AED certification.

Standard First Aid/CPR-C

Duration 14 hours
Code FA 003
Fee \$199

Comprehensive two-day course offering first aid and cardiopulmonary resuscitation (CPR) skills for those who need training due to work requirements or who want more knowledge to respond to emergencies at home. Includes the latest first aid and CPR guidelines. Meets federal and a variety of provincial/territorial regulations for Standard First Aid and CPR. Exceeds competitors' standards by including injury prevention content, CPR and AED.

Standard First Aid/CPR-C Recertification

Duration 7 hours **RE** **PRE**
Code FA 022
Fee \$129

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 \$50

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.

CPR-C

Duration 7 hours
Code CPR 003
Fee \$129

Learn to think, react and improvise in emergency situations from the leader in First Aid—the Canadian Red Cross. CPR Level C training covers one-rescuer CPR, choking, barrier device/pocket masks, AED use and external bleeding for adults/children/babies.



Remote Location?

Yes, we travel!

Need on-site options? Let us create a customized learning solution that is tailored to your location or community. Email firstaid@yukonu.ca for more information.

Contact Continuing Studies at **867 668 5200** or ce@yukonu.ca or visit YukonU.ca/CS.

Canadian Red Cross First Aid

Remote First Aid/CPR-C

Duration 20 hours
Code WFA 010
Fee \$299

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% outdoors, regardless of weather. Please come prepared for all weather conditions. In addition, wilderness courses require greater physical activity than typical first aid training.

Formerly known as Wilderness & Remote First Aid/CPR-C.

Remote First Aid/CPR-C Recertification

Duration 12 hours **RE** **PRE**
Code WFA 012
Fee \$150

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

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

Formerly known as Wilderness & Remote First Aid/CPR-C Recertification.

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

Wilderness First Aid/CPR-C

Duration 40 hours
Code WFA 011
Fee \$499

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% outdoors, regardless of weather. Please come prepared for all weather conditions. In addition, wilderness courses require greater physical activity than typical first aid training.

Formerly known as Advanced Wilderness & Remote First Aid/CPR-C.

Emergency Medical Responder Recertification

Duration 40 hours **RE** **PRE**
Code EMR 002
Fee \$649

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 or Advanced First Aid.

Safety training

Wilderness First Aid/CPR-C Recertification

Duration	20 hours	RE	PRE
Code	WFA 013		
Fee	\$299		

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

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

Formerly known as Advanced Wilderness & Remote First Aid Recertification/CPR-C

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

Emergency Medical Responder – Advanced First Aid

Duration	80 hours	PRE
Code	EMR 001	
Fee	\$1,000	

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 attendant 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.

Energy Safety Canada: H2S Alive

Duration	7 hours
Code	H2S 001
Fee	\$295 + GST

This course is intended for all workers who could be exposed to hydrogen sulphide (H2S). The primary focus is to provide H2S program content to help workers work safely in and around H2S environments. You will be expected to be able to perform rescue breathing and to operate a self-contained breathing device and detector tube device. Receive an industry-standard training certificate upon successful completion of your exam.

Crane Operator

Duration	24 hours
Code	RIGG CE03
Fee	\$295 + GST

Gain a solid understanding of heavy lifting and proper safe operational expectations for crane operation, inclusive of the rigging and hoisting component. Learn how to lift with cranes and hoists while exploring different types of slings, their uses and proper storage. Build your understanding of hand signals and various knots, bends and hitches, and regulations for a safe and efficient workplace. Crane operators in the Yukon are required to carry "proof of competence" by Yukon Workers' Compensation Health and Safety Board (YWCHSB). The instructor will introduce you to the necessary steps to become certified by BC Crane, recognized crane operator certification in the Yukon. Crane Operator Certification will be completed once the necessary training hours are logged and a BC Crane certified assessor has passed your practical skills assessment.

Steel-toed boots required.

FOODSAFE Level 1

Check website	
Code	HLTH 004
Fee	\$125

FOODSAFE Level 1 is a food handling, sanitation and work safety course designed for frontline food service workers such as cooks, servers, bussers, dishwashers and deli workers. The course covers important safety and worker safety information including foodborne illness, receiving, and storing food preparing food, serving food, cleaning and sanitizing.

Workplace Hazardous Materials Information System (WHMIS)

Duration	3.5 hours	
Delivery	Classroom Online	
Fee	\$95 +GST \$39 +GST	
Code	WHMS 001	

Maintain current WHMIS training requirements and protect yourself against controlled products and hazardous materials at work. Ensure you know how to properly read and understand labels, identifiers, and material safety and data sheets as you explore the responsibilities of suppliers, importers, distributors, employees and employers. Successfully complete the course to receive a WHMIS certificate. An online option is now available.

Sometimes course offerings change. Get the most up-to-date information at YukonU.ca/CS

Safety training

Transportation of Dangerous Goods (TDG)

Duration	3.5 hours	
Delivery	Classroom Online	
Fee	\$95 +GST \$39 +GST	
Code	TDG 001	

Legislation requires all people involved with transporting dangerous goods to learn the skills and principles taught in this course. Protect yourself and the public. Learn how to avoid dangerous accidents and understand your responsibilities as a shipper/handler. Earn a TDG certificate (clear language edition) in the process. An online option is now available.

Confined Space Entry

Duration	7 hours	
Code	CNSP 001	
Fee	\$195 + GST	

Every year, confined space entry results in numerous injuries and fatalities. Learn how to maintain productivity, reduce injuries and save lives by recognizing confined spaces and the hazards involved with them. If you're an industrial worker called upon to work in or around confined spaces, this course will give you the understanding and rules behind safe confined space entry operations.

Prerequisite: current Fall Protection certification.

Fall Protection

Duration	7 hours
Code	SAFE 005
Fee	\$195 + GST

Learn how to work with fall protection equipment in this intensive course. Gain exposure to multiple protection systems and regulations as you explore how to inspect and properly care for specialized equipment designed to keep you safe. This course is a prerequisite for Confined Space Entry.

Air Brake Endorsement

Check	YukonU.ca/CS
Duration	24 hours
Fee	AB 001
Code	\$495 + GST

This 24-hour course is designed to give you the knowledge and skills to operate equipment fitted with air brake systems and to maintain that system in a safe operating condition. You will learn the principles of the various components and valves, correct maintenance and trouble-shooting procedures and the correct adjustment procedures for the components. Graduates of the course will be able to write the government examination that leads to an air brake endorsement on their driver's license. The course follows the format and subject matter that is approved by the government motor vehicle branch.

Teach with us at Yukon University!
We encourage all ideas and proposals.

Are you looking to teach one of our courses? Do you have a course idea you would like to propose? If you have business, industry experience or a specialty area and subject matter expertise, we would love to hear from you! Give us a call and let us know what you are thinking. We are flexible on dates and times and we work with you to develop your idea and concept from start to course delivery.

Please contact
Kathryn L. Zrum
Manager,
Professional Programs
kzrum@yukonu.ca or
867 668 8740



Other programming

Universe from your Backyard
ed2go online courses
Kids and youth programming

Universe from your Backyard

Universe from your Backyard

Date Mar 1 – 9
Time Tue/Wed • 6:00pm – 9:00pm
Code ASTR CE02 • CRN 90084
Fee \$249 + GST

Learn how to find circumpolar constellations, the Orion Nebula, and stay on top of weekly sky events and space news. Guest lecturers will join us in person and online as we expand our understanding of the cosmos and all it has to offer those who look up.

Telescope and binocular viewing onsite will take place after class, when weather permits. Please dress appropriately as it can be very cold when it is clear. Field trip to the Yukon Centre Observatory is included.

Learn what you want, when you want.

- Instructor-led courses
- Six-week format
- Sessions start monthly
- Interactive environment
- Courses start at \$189 + GST

View all courses at ed2go.com/yukon

Online courses

Do you want to learn a new language? Master a computer application? Find out how to publish an online book? Take a math refresher? With YukonU's ed2go online courses, you can access hundreds of courses at the click of a button!

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 & Writing
- Accounting & Finance
- Office Software
- Management & Leadership
- Small Business Operations
- Non-profit
- Project Management
- Sales & Marketing

College readiness

- Math
- Science

Design & composition

- Digital Photography
- Graphic & Web Design
- Animation
- Interior Design

Health & fitness

- Medical Terminology
- Nutrition Sciences
- Veterinary Assistant
- Women's Health

Hospitality

- Event Coordinating
- Catering

Legal

- Paralegal
- Real Estate Law
- Employment Law

Arts & personal wellness

- Languages
- Creative Writing
- Pain Management

Technology

- Cloud Computing
- Security Certification
- Database Management
- Networking & Communications
- C# Programming
- SQL, Java, or PHP
- Blogging and Podcasting

Kids and youth programming

Youth Moving Mountains (YMM)

Science • Technology • Engineering • Math • Trades

Youth Moving Mountains (YMM) is excited to offer winter programming that engages children and youth in science, technology, engineering, math (STEM) and trades. Our programming immerses participants in activities to engage their creative, innovative and collaborative side. Our STEM and trades curriculum integrates local examples whenever possible, keeping concepts relevant and exciting. Through collaboration from local Elders and knowledge keepers, our STEM programs meaningfully incorporate Yukon First Nation ways of knowing and doing. Our vision is to foster a sense of curiosity to a diverse group of youth across the territory so that Yukoners from all backgrounds are represented in STEM and trades!

Our programs are made possible through generous contributions from NSERC PromoScience and Actua.

A network member of actua.ca



Photo: Erik Pinkerton

Programs are available for in-classroom STEM Training.

Do you know a teacher who wants to integrate digital skills, coding and design into their classes? Let them know we'd love to bring our tech party to their school! Our mobile workshops include hands-on, engaging activities for students, using robots and computers to help communicate curriculum concepts.

For more information regarding mobile workshops: camps@yukonu.ca or 867 332 1247.

Upcoming programming

Winter After School Clubs: From January 17 – April 29, 2022, several after school clubs will run weekly from 3:30 – 5:30pm. Club dates and registration will be posted January 7, 2022. Advanced registration is required.

Spring Break Camps: *Staff dependent* YMM may host spring break camps from March 15 – 26, 2022. Information about these camps will be posted late January.

Summer Camps: YMM will deliver summer camps in 2022. Information and advanced registration will be available mid-February.

For the most up-to-date information on YMM programming, follow us on Facebook and Instagram:

@yukonyouth or check our website: YukonU.ca/YMM

YukonU community campuses

Lift your skills, confidence and contribution with course and program opportunities in your home community.

YukonU community campuses are here to support your learning journey and respond to the needs of learners across the Yukon and beyond. Your community campus provides:

- Access to a broad range of learning opportunities—from career and job readiness programs, part-time continuing studies courses, to access pathways for university programs and much more.
- Customized and on-request training courses, for you or for your business/organization, in a variety of areas.
- Remote, online connectivity to courses for certificate, diploma and degree programs.
- Academic, personal and IT support throughout your course.

Get in touch with the YukonU campus nearest to you:

Carcross

carcrosscampus@yukonu.ca
867 821 8800

Dän Hänádän K'enjik (Carmacks)

carmackscampus@yukonu.ca
867 863 8800

Tr'odëk Hätr'unohtän Zho (Dawson City)

dawsoncampus@yukonu.ca
867 993 8800

Faro

farocampus@yukonu.ca
867 994 8800

Dakwäkäda Dän Kenädän Yu (Haines Junction)

hainesjunctioncampus@yukonu.ca
867 634 8800

Mayo

mayocampus@yukonu.ca
867 996 8800

Alice Frost Campus (Old Crow)

oldcrowcampus@yukonu.ca
867 966 8800

Hets'edän Kú' (Pelly Crossing)

pellycrossingcampus@yukonu.ca
867 537 8800

Dene Cho Kê'end| (Ross River)

rossrivercampus@yukonu.ca
867 969 8800

Teslin

teslincampus@yukonu.ca
867 390 8800

Watson Lake

watsonlakecampus@yukonu.ca
867 536 8800

Whitehorse Correctional Centre

wcccampus@yukonu.ca
867 455 2970



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 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 fax

867 668 8899

Call 867 668 8710 ext. 2 to have a registration form faxed to you. If you are in the communities contact your community campus.

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

Continuing Studies

YukonU.ca/CS

