



Continuing Education and Training



Winter 2020
COURSE GUIDE
JANUARY - JUNE



Policies

First Come, First Served

The Yukon College Admissions office processes registrations on a first-come, first-served basis. We keep our class sizes small to provide you with a quality educational experience - register early to secure your spot!

Course Cancellation

We must receive a minimum number of registrations in order to proceed with a course. If there is not sufficient registration by the registration deadline, the course may be canceled. Some courses have unique registration deadlines due to the requirements of the course - be sure to check.

Registration Deadline

The registration deadline is typically five business days prior to the course start date. You may register after the registration deadline

Course Fees

You must pay all course fees when you register. We accept payment by Visa, Mastercard, Amex, cash, debit, cheque, money order, or Purchase Order. We will not accept post-dated cheques.

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), five business days prior to the course start date to allow for a refund.

Withdrawal Policy

Continuing Education and Training will issue you a refund if you withdraw from a course at least five business days prior to the course start date. If you withdraw fewer than five business days before the start of the course, you will forfeit all course fees.

Getting a Refund

If Continuing Education and Training cancels a course 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 any other CET course. Refunds for withdrawals will be made in accordance with the Withdrawal Policy above.

Why has my course been cancelled?

Our classes run because of you. If you don't sign up for a course right away, you may find that it has been cancelled due to low enrollment. So sign up early!



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How to Register

1 BY PHONE

**867.668.8710 (Option 1) or
toll free 1.800.661.0504**

Simply quote the CRN found in red below the course description.

2 IN PERSON

500 College Dr., Whitehorse

Drop by the Admissions Office, across from the Yukon College Bookstore at Ayamdigut Campus.

3 BY FAX

867.668.8899

Call 867.668.8710 (Option 1) to have a registration form faxed to you. If you are in the communities contact your Community Campus for forms.

Custom & Contract Training

Yukon College can design the right training – taught by the right expert – at the right time & place, just for you!

Discover how making Yukon College your trainer of choice can help you save time and money while you focus on managing your organization. Let us do the groundwork – we're in the business of education for Yukon people.

We can work with you to provide customized content with expert delivery that meets your organization's training needs.

Yukon College has access to many Yukon instructors and facilitators who are experts in their fields, no need to go outside for this; it is right here in the Yukon. Our facilitators and instructors are experts in their respective fields where they take pride by delivering high-quality learning experiences.

For more information contact Continuing Education at 867.668.5200 or ce@yukoncollege.yk.ca

Business & Professional Training

i REGISTRATION 867.668.8710 | INFORMATION 867.668.5200

➔ yukoncollege.yk.ca/ce

CONFLICT RESOLUTION - JIBC

Foundations of Collaborative Conflict Resolution

CRES 1100

This is a prerequisite for most other JIBC courses.

Dealing effectively with workplace conflicts is a key competency for success in any job. This foundation course offers you effective and practical tools for resolving conflicts collaboratively in the workplace. Through examination of the sources of conflict attitudes and beliefs, conflict styles, and the role of assumptions and emotions, you will gain an overview of conflict dynamics and collaboration strategies. This highly participatory course emphasizes self-awareness and understanding through structured exercises and simulations. Receive a digital recording of your role-playing exercise so you can self-assess and continue your development.



**JUSTICE
INSTITUTE**
of BRITISH COLUMBIA

CENTRE FOR
CONFLICT RESOLUTION

This course is equivalent to CCR 100 & CCR 101.

CRN 20170 Feb 17-19 Mon-Wed
8:30am-4:30pm \$650 + GST

Asserting Yourself in Conflict Situations CRES 1305

Whether you are negotiating an important issue, expressing your thoughts and feelings in a conflict or standing firm under pressure, the ability to assert yourself is crucial to reaching outcomes that work for you. In conflict situations, it can be especially difficult to maintain an assertive stance rather than overreacting or selling yourself short. This course addresses assertiveness in a variety of challenging situations and gives you opportunities to practice improving and maintaining an assertive style under pressure.

CRN 30007 May 28 & 29 Thurs/Fri
8:30am-4:30pm \$450 + GST

PROFESSIONAL DEVELOPMENT

Professional Minute-Taking

MINU 001

Establish yourself as the minute-taking expert in your organization and learn how to take this in-demand expertise to a professional level. Build (or 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.

CRN 20072 Jan 31 Fri
9am-4pm \$199 + GST

Records Management for Administrative Professionals

RECM CE02

An introduction for administrative professionals to the roles, responsibilities, terminology, and governing principles of current records management practices.

CRN 20447 Feb 28 Fri
9am-4pm \$199 + GST

CONVERSATIONAL LANGUAGES

Spanish Level 2

SPAN 002

Prerequisite: Spanish Level 1 or basic Spanish vocabulary.

Build upon and incorporate more technical aspects of the Spanish language into your conversational skills. Become comfortable using the past and present verb tenses in everyday conversation, and increase your vocabulary with words and terms relating to home and community. Improve your knowledge of Latino and Spanish culture and customs, and receive travel tips that will make your next trip south extraordinary! Manual included.

CRN 20182 Mar 31 - Apr 21 Tues & Thurs
6:30pm - 9:30pm \$249+ GST

Bookkeeping & Accounting

i REGISTRATION 867.668.8710 | **INFORMATION** 867.668.5200 | **yukoncollege.yk.ca/bookkeeping**

One of the most critical functions of good business practice is the maintenance of concise and accurate account and financial records. This series of courses will provide you with a solid base of industry best practices in bookkeeping.

You can focus on one course and enhance a specific skill set, or complete the entire six-course certificate program and attain a thorough understanding of accounting, financial recording, and the software that accompanies this line of work.

Successfully complete all six of the required/core courses within 5 years to receive a Notice of Completion in Professional Bookkeeping.

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

Bookkeeping Fundamentals Level 2 ACCT 004

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

This twenty-one-hour course is designed specifically for those with little or no bookkeeping experience. With a focus on basic accounting theory and foundations in general procedures, this intensive course will show you how all the pieces fit together; setting up journals, ledgers, credit/debit notes, preparing a trial balance, income statement and balance sheet, fiscal period-end, bank reconciliation and closing adjustments. All questions are welcome in this well-paced, fun, and informative course!

CRN 20027 Jan 21–Feb 7 Tues & Thurs / Fri x1
6pm–9pm \$449 + GST

Excel 2016 Level 2 EXCL 002

Prerequisite: Excel experience or completion of Excel Level 1

Build on your Microsoft Excel 2016 skill set with the introduction of advanced functions. Level 2 will cover technical topics such as: printing and previewing the workbook, moving and resizing charts, inserting screenshots, sorting by single-level data, sorting by multi-level data, and modifying and deleting named ranges. Troubleshooting and questions are encouraged!

CRN 20171 Feb 18–Mar 3 Tues & Thurs
6pm–9pm \$249 + GST

Excel 2016 Expert EXCL 003

Prerequisite: Completion of Excel Level 2 or Intermediate level of Excel experience

Excel Expert teaches students how to use a variety of intermediate and advanced features to merge workbooks, perform data analysis, and audit formulas in spreadsheets. Students also use summary functions, create PivotTables and Pivot Charts, and work with macros. Build your Microsoft Excel 2016 skill set to Expert Level!

CRN 20172 Apr 7–21 Tues & Thur
6pm–9pm \$249 + GST



Project Management

i REGISTRATION 867.668.8710 | INFORMATION 867.668.5200 |  yukoncollege.yk.ca/projectmanagement

More and more organizations are adopting – and benefiting from – the use of project management techniques. Using project management processes allows your team to react faster, develop more efficient service delivery strategies, and improve customer service in a cost-effective manner.

Continuing Education and Training offers a comprehensive Project Management Professional Development series of courses and certificate programs. These programs are based on the Project Management Institute's (PMI's) standards and guidelines, use the Project Management Body of Knowledge (PMBOK), offer Professional Development Unit (PDU) credits, and give you access to the Certification Preparation workshops.

The workshops include programs ranging from basic to advanced topics and also include Project Management Professional (PMP) and Certified Associate in Project Management (CAPM) Certification Preparation programs.

The courses can be taken individually or combined as part of a program. All courses are offered in partnership with National Project Management Inc.



Instruction provided by National Project Management Inc. faculty.

Unless otherwise stated, all courses will be held at Northlight Innovation

Project Management Essentials: Part 1 PROJ 001

This course is specifically designed for new project managers or those without previous formal project management training. The course provides a comprehensive overview of project management techniques so you can effectively plan, manage, and control projects based on the standards of the Project Management Institute. Theory and practical examples of these methodologies are provided in an interactive format, and skills gained can be immediately applied at work. Earn Professional Development Unit (PDU) credits from PMI.

CRN 20019 **Apr 20-22** **Mon-Wed**
8:30am-4:30pm **\$997.50 + GST**

Project Management Essentials: Part 2 PROJ 003

This course is a continuation of Project Management Essentials: Part 1. Participants receive more advanced project management skill development based on the theory and fundamentals of the PMI framework.

Executing project management in the real world requires practical skills to tackle many issues. Changing client requirements, multiple scope change requests, limited resources, lack of authority and difficult clients are all problems that a project manager must manage and control. This course provides a comprehensive overview of these issues and provides practical tools, based on PMI best practices, for managing them. Instruction and industry examples of these skills are provided in an interactive format. Earn Professional Development Unit (PDU) credits from PMI.

CRN 20020 **Apr 23-24** **Thur/Fri**
8:30am-4:30pm **\$997.50 + GST**

Project Management for the Construction Sector PROJ CE01

Equivalent to PROJ 001 – Project Management Essentials: Part 1

Gain a comprehensive overview of construction sector project management techniques to help you effectively plan, manage, and control projects. Theory and practical examples of methodologies are provided in an interactive format. For new and experienced construction sector project managers without formal training, developers, general contractors, sub-contractors, owners, and consultants.

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

CRN 20189 **Feb 12-13** **Wed-Thur**
8:30am-4:30pm **\$997.50 + GST**

Project Management for Administrative Professionals PROJ CE02



Equivalent to PROJ 001 – Project Management Essentials: Part 1

Designed for executive assistants and other administrative professionals, you'll 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. This course will provide an opportunity to work on case studies within groups to provide insight into working with others and how to use the techniques presented to achieve a successful project outcome.

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

CRN 20188 **Feb 10-11** **Mon-Tues**
8:30am-4:30pm **\$997.50 + GST**

Managing Project Teams & Stakeholders PROJ 004

Develop comprehensive skills by learning real-world strategies and best practices used in project management. Discover 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. 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. This course provides comprehensive skills development training with practical strategies, tools, and best practices along with a variety of real life examples of their application. Earn Professional Development Unit (PDU) credits from the Project Management Institute (PMI).

CRN 30001 **May 11-12** **Mon-Tue**
8:30am-4:30pm **\$997.50 + GST**

Risk Management PROJ 005

Learn how to effectively identify, analyze and mitigate risks that may potentially impact your organization or project.

Risk is an important reality in managing projects. This course provides a systematic approach of identifying risks, analyzing the risks for potential impact to the organization or project, creating strategies to mitigate risks, applying risk response measures when risk events occur, and establishing procedures for monitoring, controlling, and reporting on risks. Concepts and practical tools are provided for learners to manage risk in their own organizations and projects. Learn the internationally-recognized risk management process defined in 'A Guide to Project Management Body of Knowledge (PMBok)', and earn Professional Development Unit (PDU) credits from the Project Management Institute (PMI)

CRN 30002 **May 13-14** **Wed-Thur**
8:30am-4:30pm **\$997.50 + GST**

MS Project for Managing Projects PROJ 006

MS Project is a powerful industry standard software tool that can help you manage projects, programs, and multiple tasks. This course provides comprehensive training in the following skills: creating a project plan; identifying tasks; assigning resources to tasks; creating a project calendar; and creating custom reports to monitor progress using different views to track budgets, schedules, and task status. You will also learn how to create project plan templates that significantly improve your organization's efficiency. Students are provided with best practices along with real life project management examples of their application in a hands-on interactive format. Earn Professional Development Unit (PDU) credits from the Project Management Institute (PMI).

CRN 30004 **June 1-2** **Mon-Tue** **8:30am-4:30pm**
Location: Room A2301 **\$997.50 + GST**

PMP EXAM PREP

UPDATE

Starting July 1, 2020, the PMP exam will reflect the new exam content which is not covered in the current Yukon College PMP Exam Prep course. The new course content will be changing in the Spring Term.

If you would like to write the existing PMP Exam, using the current content, you must complete the preparation no later than the Winter Term and write the PMP Exam no later than June 2020.

As this course is dependent on enrollment numbers, it will be scheduled on an as-needed basis.

If you wish to take this course in the upcoming Winter Term please contact Continuing Education & Training at 668-5200.



Human Resources

i REGISTRATION 867.668.8710 | **INFORMATION** 867.668.5200 | **🔗** yukoncollege.yk.ca/hrseries

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.

Human Resources Strategy I

HRAC 001

Discover how a strong foundation in Strategic Human Resource Management can help you maximize the success of your organization. Learn strategic human resource planning techniques, the roles and functions of an HR department, and how the understanding of organizational structures and position descriptions will boost the effectiveness of every workplace. Explore complex topics such as conflict management, risk management and change management.

CRN 20017 Jan 18, 23 & 25
Sat x2 9am-4pm / Thu 6pm-9pm \$395 + GST

Total Rewards

HRAC 003

Develop an understanding of the multi-layered relationship between salary, benefits, employee recruitment, motivation and retention. In this intensive two-day workshop you will gain an effective understanding of the complexities within this branch of human resources. Explore the expectations of employers and employees with regard to work performance and compensation, and review best practices and common systems used in pay and benefit administration.

CRN 20116 Apr 18, 24 & 26
Sat x2 9am-4pm / Thu 6pm-9pm \$395 + GST

Onboarding & Mentoring

HRAC 005

Onboarding and mentoring programs can help attain and maintain excellent employee performance in a workplace. Find out the importance of an effective onboarding and mentoring program to your employees' and organization's success as you learn the fundamentals of mentorship programs, training needs analysis, learning and development.

CRN 30005 May 23, 28 & 30
Sat x2 9am-4pm / Thu 6pm-9pm \$395 + GST

Human Resources Strategy II

HRAC CE01

Pre-Requisite: Completion of HR Strategy I.

Professional experience in the field of Human Resources may be considered.

Explore the elements that make up a successful human resource strategy - including people, performance and culture. Understand the challenges and dilemmas that senior human resource leaders face in their complex roles as strategists, change agents, integrators, problem solvers, advocates and leaders.

HIGHLIGHTS

- Linking HR to Business / Organizational Strategy
- Human Resources Trends
- Developing a Talent Management Approach
- Strategic Approach to Succession Planning
- Leading and Supporting Change
- Building Employee Engagement

CRN 20018 Feb 29, Mar 5 & 7
Sat x2 9am-4pm / Thu 6pm-9pm \$395 + GST

Target one skill set by taking one course, or achieve a Human Resources Series notice of completion by taking all six.

HRAC 001	Human Resource Strategy I
HRAC 002	Labour & Employment Relations
HRAC 003	Total Rewards
HRAC 004	Employee Recruitment & Selection
HRAC 005	Onboarding & Mentoring
HRAC 006	Performance Management

Skillful Manager with Lyn Hartley, PhD

i REGISTRATION 867.668.8710 | INFORMATION 867.668.5200 | **➔** yukoncollege.yk.ca/skillfulmanager

The Skillful Manager is a series of 1-2-day seminars for both aspiring and experienced supervisors and managers.

Focusing on optimizing productivity and engagement, a variety of essential management tools and management strategies will be explored. Providing a comprehensive snapshot of workplace issues and developing individuals' key competencies will enable participants to understand, coach, motivate, and lead teams for success.

These seminars are relevant for employees across all sectors in small companies, corporations, and governments.

- New managers and supervisors who want to learn the essential skills of supervision and management;
- Experienced managers and supervisors who want to further their skills and refresh their approach; and
- High potential employees who see supervision or management as their career development.

Unless otherwise stated, all courses will be held at
Northlight Innovation

Managing From Your Strengths - Build on Your Best

BMGM CE05

** This is the foundational seminar of the Skillful Manager Series.*

Increase awareness of personal strengths and your natural working style. You will use an assessment tool to identify personal strengths at work and explore ways to identify approaches to manage their strengths and shadows.

Develop a learning plan that identifies areas of deliberate development.

- Introduction to emotional intelligence in the workplace.
- What strengths do you bring to the workplace?
- Your internal compass - what guides you through thick and thin?
- How does your state of mind influence your work?

CRN 20071 Jan 23-24 Thurs-Fri
9am-4:30pm \$595 + GST

Motivating Your Staff – Bring Out Their Best

BMGM CE06

Pre-requisite: BMGM CE05-Managing From Your Strengths

This seminar will investigate the manager's role in helping staff to achieve results through effective communication approaches. Introduction to social intelligence in the workplace.

- Understanding your communication preferences.
- Assessing your staff's communication preferences.
- Coaching conversations to give regular, on-going feedback.
- Adapting your style to the developmental needs of your staff.

CRN 20073 Mar 5-6 Thurs-Fri
9am-4:30pm \$595 + GST

Navigating Difficult Conversations

BMGM CE09

Pre-requisite: BMGM CE05-Managing From Your Strengths

Explore ways to work through conflict and resolve workplace tensions.

Emphasis will be on developing skills for effectively approaching difficult conversations in ways that are congruent to an individual's natural style. We will use this knowledge to help you navigate conflict situations for yourself and successfully coach others.

- Take an interested-based approach to difficult conversations.
- Develop skills for understanding their interests and expressing your interests.
- Learn to prepare and be proactive in difficult conversations.

CRN 20074 Mar 26-27 Thurs-Fri
9am-4:30pm \$595 + GST

Rolling with Resilience - Strategies for When the Going Gets Tough

BMGM CE11

Pre-requisite: BMGM CE05 -Managing from Your Strengths

This seminar will help you develop strategies for difficult periods of work that require perseverance and resilience.

- What increases levels of stress at work?
- Explore characteristics of resilient people.
- Develop skills for generating personal agility.
- Discover the benefits of stress and the importance of personal connections.

CRN 20075 Apr 30 Thurs
9am-4:30pm \$395 + GST

Growing Garlic in Northern Backyard Gardens

GARD CE07

Experienced garlic grower and Yukon Master Gardener Agnes Seitz will teach you all about growing garlic successfully in your northern backyard garden.

CRN 20272 Mar 4 Wed
6pm-9pm \$99 + GST

Introduction to SubArctic Permaculture

GARD CE02

Learn how to grow healthy, nutritious food and increase biodiversity and food resilience by co-creating efficient, sustainable, organic gardens through working with natural patterns. Emphasis on practical plant growing tips for growing sustainably under subarctic conditions.

CRN 20115 Apr 8 Wed
6pm-9pm \$99 + GST



Growing Fruits & Berries in Northern Backyard Gardens

GARD CE05

Learn how to grow healthy, nutritious food and increase biodiversity and food resilience by co-creating efficient, sustainable, organic gardens through working with natural patterns. Emphasis on practical plant growing tips for growing sustainably under subarctic conditions.

CRN 20448 Apr 29 Wed
6pm-9pm \$99 + GST

Greenhouse Design

GARD 001

This course covers the range of greenhouse structures you can build or buy, and examines some of the drawbacks and advantages of each. Also included is how to orient the beds, choice of watering systems, glazing materials and preferred greenhouse locations. The course will look at a number of methods of regulating heat through low-cost passive systems, heat storage systems and air circulation processes. Types of construction, ventilation, heating, and materials to use for covering will also be discussed in this information-rich workshop.

CRN 20449 Mar 31 Tue
6pm-9pm \$89 + GST

Home Builder's Self-Help

BULD CE251

If you are thinking about building a home, or undertaking a major renovation and acting as your own general contractor, this 12 evening course reviews all aspects of managing the construction including:

- Finance
- Choosing a Lot
- House Design
- Building Envelope
- Construction Management
- Preparation of a Work Plan
- Energy Efficiency
- Sustainability
- Overview of Construction
- Costing

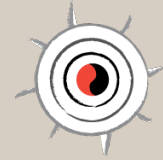
Yukon College would like to acknowledge the funding support of Yukon Housing Corporation.

CRN 20136 Feb 4-Mar 12 Tue/Thu
6pm-9pm \$95 + GST

Northern Institute of Social Justice

i REGISTRATION 867.668.8710 | INFORMATION 867.456.8589

➔ yukoncollege.yk.ca/nisj



Drawing on the north's leadership, unique values and diverse cultures, the NISJ delivers training courses and encourages support for related research.

The NISJ, part of Yukon College, coordinates, develops and delivers training courses to people in social justice-related jobs and careers in public and First Nation governments, non-government organizations, and businesses. The jobs are found in many fields, including corrections, counseling, education, emergency services, health and wellness, investigation, justice, policing, regulatory enforcement, social services, etc. The courses are delivered primarily to frontline workers, but also supervisors, managers, members of boards and tribunals, students and the general public.

Course development and delivery is an on-going activity. Please check the website or contact the NISJ for information about other courses available through the institute, or to discuss training needs and the possibility of developing and delivering new courses. NISJ courses are developed and delivered by instructors from the college, community, public and private sectors. The institute provides "common training" in which members of the public and organizations train together; and "contract training" in which people from one workplace or organization train together.

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

Subscribe to our e-newsletter! New courses are created throughout the term that don't make it into this guide.

Sign up for our newsletter and we'll email you course information.

Sign up at: yukoncollege.yk.ca/nisj



Applied Suicide Intervention Skills Training (ASIST)

ASIS 002

ASIST provides practical help for caregivers seeking to prevent the immediate risk of suicide. The training is intended to improve caregiver skills and abilities to intervene until either immediate danger of suicide is reduced or additional resources can be accessed. Intervention attitudes, knowledge, skills and resources are presented in two days of practical training.

Participants must be 16 years or older.

CRN 20001

Jan 30-31
8:30am-4:30pm



Thu-Fri
FREE!

FASD Informed Support

FASD 010

Are you a caregiver, a front-line service provider, a professional, or a community member who is interested in learning the signs of an invisible, neuro-behavioural disorder? Are you wondering how this condition is experienced first-hand?



Join us and others who care about and work with individuals with FASD to learn how our typical interventions, environments and services can be modified to better support those individuals, and their caregivers, with this challenging disability. This 1.5 day training sessions aims to inform participants about how brain differences affect an individual's behavior, learning, and social outcomes. You will be included in discussion of how can we work together to help prevent further adverse life events and offer successful support.

CRN 20021

Jan 29 Wed 9am-4:30pm
Jan 30 Thu 9am-12pm

\$90 + GST

Compassion - Informed Caregiving

JUST CE98

Being a caregiver or parent is a tough job and one of our most precious responsibilities. Babies, toddlers, children, teens and young adults require our presence, our discipline, our insights and our conscious state of mind!

This 1-day introductory-level workshop is intended for caregivers, parents and frontline workers interested in learning about Compassion-Informed Caregiving. The purpose is to assist anyone working with children, youth and young adults in understanding, expanding and applying the basic principles and approaches of Compassion-Informed Caregiving.

This interactive workshop includes a presentation, videos, personal reflection exercises and small group discussions. The workshop is designed to leave participants with:

- A thorough understanding of Compassion-Informed Caregiving
- An understanding of stress responses and their impact on the brain, learning, behavior, and development
- Awareness of the relationship between self and caregiving, and how this awareness can be transformative
- Several strategies and increased confidence to support Compassion-Informed Caregiving.

The workshop is not intended or designed to provide individual or group counselling or treatment.

CRN 20174 Jan 24 Fri
9am-4:30pm \$125 + GST

Understanding Legislation

JUST O19

This 1-day course introduces non-lawyers to the theory and practice of interpreting legislation. No previous course work in law is required to take this course.

If you are new to working with legislation, or if you want to expand your understanding of the purpose, development and application of these tools, this training may meet your needs. In this course you will work through the following areas: the sources of law; researching the law in relation to reading and understanding statutes; and how to interpret statutes and prepare draft rules or policies.

CRN 20022 Feb 4 Tue
9am-4:30pm \$175 + GST

Working with Trauma

JUST CE70

This course is designed to provide participants with an introduction to:

- Trauma and the impact of trauma on the whole person
- Vicarious trauma, burnout and compassion fatigue
- The impact and implication of client traumas on those who work directly or indirectly with clients
- Tools for preventing and managing vicarious trauma, burnout, and compassion fatigue

Note: The term trauma is used in various contexts. This course focuses on the 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.

CRN 20026 Feb 13-14 Thu-Fri
9am-4:30pm \$250 + GST

Practice and Procedures for Decision Makers

JUST 006

**This is the pre-requisite for Advanced Decision Writing*

This introductory course is for members of boards, tribunals and committees with a quasi-judicial function. The course was developed by the B.C. Council of Administrative Tribunals, and is designed to provide participants with a better understanding of their role and responsibilities as tribunal members.

This course consists of four sessions:

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

CRN 20023 Feb 5-6 Wed-Thu 9am-4:30pm
Feb 7 Fri 9am-12pm \$600 + GST

Advanced Decision Writing

JUST 004

Pre-Requisite: Practice and Procedures for Decision Makers

This 2-day course builds on the decision-writing module in Practice and Procedures. The purpose is to assist board and tribunal members to acquire and retain writing skills directly relevant to them.

Specifically, the course will help participants:

- Bring a reader-oriented perspective to making and writing decisions
- Organize and revise decisions to enhance logic and flow
- Write clear, concise and coherent decisions
- Gain confidence in decision-writing within their board or tribunal context

Participants will practice particular skills and techniques through focused writing exercises, and by revising one of their own decisions. They will receive individual feedback on their decision from the instructor. The course will include large and small group discussion and exercises.

CRN 20024 Feb 10-11 Mon-Tue
9am-4:30pm \$450 + GST

Introduction to Arbitration Training

JUST 029

This 1-day course introduces participants to the basics of what is an arbitration; and focuses on how and why arbitration is different than other forms of dispute resolution.

The topics covered throughout the day will include:

- What areas are suitable for arbitration
- What goes into an arbitration agreement
- The role of an arbitrator
- Evidence; how to handle an arbitration, including process
- The Arbitration Act

At the end of the course participants will be familiar with all aspects of arbitration and how it fits into dispute resolution.

CRN 20025 Feb 13 Thu
9am-4:30pm \$175 + GST

Right Use of Power

JUST CE67

Looking for a training experience that is empowering, relevant, and dynamic?

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 processes and materials.

Learn how to:

- Learn about your power style and some power parameters.
- Practice a simple process for resolving conflict and repairing torn relationships.
- Handle challenging interactions when there is a power difference.
- De-activate the things that stand in your way.
- Learn essential skills for using power with ethical wisdom and skill.

CRN 20273

Feb 13-14
9am-4:30pm

Thu-Fri
\$250 + GST



Assisting Individuals in Crisis

JUST 026

Crisis Intervention is NOT psychotherapy, rather, it is a specialized acute emergency mental



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health intervention which requires specialized training. As physical first aid is to surgery, crisis intervention is to psychotherapy. Thus, crisis intervention is sometimes called emotional first aid. This program is designed to teach participants the fundamentals of, and a specific protocol for, individual crisis intervention.

This course is designed for anyone who desires to increase their knowledge of individual (one-on-one) crisis intervention techniques in the fields of Business & Industry, Crisis Intervention, Disaster Response, Education, Emergency Services, Employee Assistance, Healthcare, Homeland Security, Mental Health, Military, Spiritual Care, and Traumatic Stress.

Program Highlights:

- Psychological crisis and psychological crisis intervention
- Resistance, resiliency, and recovery continuum
- Critical incident stress management
- Evidence-based practice,
- Basic crisis communication techniques,
- Common psychological and behavioural crisis reactions
- SAFER-Revised model
- Suicide intervention
- Do no harm

Completion of this course and receipt of a certificate indicating full attendance (13 Contact Hours) qualifies as a class in International Critical Incident Stress Foundation's Certificate of Specialized Training Program.

CRN 20192

Apr 2-3
9am-4:30pm

Thu-Fri
\$300 + GST

Survival Skills for the First Responder for Spouses/Partners

JUST CE94

Are you the spouse or partner of a first responder such as a police officer, firefighter, paramedic, emergency dispatcher, etc.? If you are, does this relationship come with a special set of challenges based on the occupation of your spouse or partner? Does being the spouse or partner of the first responder come with a guide book on how to help your spouse when they have been exposed to a traumatic event?

As the spouse or partner of the first responder you will be expected to be the number one support person in that person's life when they come home from their next critical incident. Survival Skills for the First Responder is a three-hour evening program designed to give you the skills to support your first responder spouse or partner while emphasizing the importance of your own self-care. This session will give you a chance to gain insight from other spouses and partners and their experiences with these events; and to ask questions about what you can do to provide care and support for your spouse or partner.

CRN 20190

Mar 30
6pm-9pm

Mon
\$25 + GST

Survival Skills for the First Responder

JUST 039

Are you a first responder or frontline worker in a related occupation in health, justice, safety or other fields? Working on the frontline may expose you to critical incidents over the course of your career.

Survival Skills for the First Responder is a 1-day awareness developed and delivered by a former first responder in the Yukon who has trained extensively with the International Critical Incident Stress Foundation; the West Coast Post-Trauma Retreat (California); and delivers crisis intervention training for the Northern Institute of Social Justice, Yukon College. Drawing on his experience with Post Traumatic Stress Disorder (PTSD), he has identified a set of practical skills that may contribute to a healthy work/life balance. Awareness of PTSD and maintaining a healthy work/life balance may be keys to thriving as a first responder.

The course opens with some basic questions about the role and world of a first responder, and the potential impact of a critical incident or repeated critical incidents, which may lead to post-traumatic stress or PTSD. Following this overview, the program focuses on survival skills. The intent is that participants will leave the session with an awareness of the need to look after themselves and with some practical survival skills. This is an interactive course that includes presentation of information and three exercises. The course is intended to raise awareness and provide basic information; it is not intended to provide counselling or treatment.

This course may also be of interest to the spouse or partner of a first responder.

CRN 20191

Mar 31
9am-4:30pm

Tue
\$50 + GST

Yukon First Nation 101

YFN 001

Are you interested in developing a broader understanding and appreciation for the key moments in Yukon First Nations distant and recent past?

Join us in a day that includes interactive activities, discussions and presentations by staff in the Yukon First Nations Initiative department at Yukon College. The instructors incorporate historical timelines, facts, personal stories, and activities for an engaging look at history and recent developments.

For more information, please call 867.456.8589.

CRN 20002

Feb 18
8:30am-4:30pm

Tue
\$325 + GST

Introduction to Conscious Aging: Aging with Passion and Purpose

JUST CE86

This retreat introduces you to conscious aging, and the inner work that is important to walk this path.



Topics include:

- Conscious Aging (also known as Conscious Eldering) - what it is and what it involves
- Elder years as a time of growth, fulfillment, passion, and service
- Engaging your potential and purpose as an elder
- Connecting to community and the natural world in your elder years

Our goal is that you leave inspired, motivated and committed to entering or moving further along the path to your conscious elderhood.

Retreat facilitators: Larry Gray and Dr. Susan Manning; both are members of the Colorado-based Center for Conscious Eldering. They have conducted retreats in the Yukon and United States.

CRN TBD **May 20-22** **Wed-Thu**
9:00am-4:30pm **\$75 + GST**

Group Crisis Intervention

JUST 031

Designed to present the core elements of a comprehensive, systematic and



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multi-component crisis intervention curriculum, the Group Crisis Intervention course will prepare participants to understand a wide range of crisis intervention services. Fundamentals of Critical Incident Stress Management (CISM) will be outlined and participants will leave with the knowledge and tools to provide several group crisis interventions, specifically demobilizations, defusings and the Critical Incident Stress Debriefing (CISD). The need for appropriate follow-up services and referrals when necessary will also be discussed.

This course is designed for anyone in the fields of Business & Industry Crisis Intervention, Disaster Response, Education, Emergency Services, Employee Assistance, Healthcare, Homeland Security, Mental Health, Military, Spiritual Care, and Traumatic Stress.

Program Highlights:

- Relevant research findings
- Relevant recommendations for practice
- Incident assessment
- Strategic intervention planning
- Resistance, resilience, and recovery continuum
- Large group crisis interventions
- Small group crisis interventions
- Adverse outcome associated with crisis intervention
- Reducing risks
- Critical Incident Stress Debriefing (CISD).

CRN 20193 **Apr 6-7** **Mon-Tue**
9am-4:30pm **\$350 + GST**

Grief and Frontline Professions

JUST 014

Many jobs that involve supporting and caring for people also often involve loss and grief. The way we respond to grief 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 loss
- Practical tools for reducing stress and finding balance in your professional life
- The opportunity to feel renewed and more confident in supporting yourself, your co-workers and your clients

Who would benefit from this course?

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

For more info call Hospice Yukon 667-7429

CRN TBD **May 20-21** **9am-4:30pm** **\$325 + GST**
Location: Vista Outdoor Learning Centre

Conscious Aging: The Next Chapter - Explore and Develop Your Elder Role

JUST CE99

This retreat is designed for those who have taken the Introduction to Conscious Aging and are interested in:



- Furthering the inner work they have started;
- Reflecting on conscious aging through discussion with others;
- Strengthening your path to aging with passion and purpose;
- Supporting the development of conscious aging opportunities for others in the community.

Our goal is that you leave inspired, motivated and committed to further exploring your path to your conscious elderhood.

Retreat facilitators: Larry Gray and Dr. Susan Manning; both are members of the Colorado based Center for Conscious Eldering.

CRN TBD **May 25-26** **Mon-Tue**
9:00am-4:30pm **\$75 + GST**

NISJ Custom & Contract Training

Looking for a specific course that is not currently offered? Give us a call, we can make the training work for you!

Call **867.456.8589**
 Email **nisj@yukoncollege.yk.ca**
 for more information



TO REGISTER PLEASE VISIT ca.ctrinstitute.com

Addictions and Mental Health - Working with Co-Occurring Disorders JUST CE96

Many people who struggle with mental illness also struggle with an addiction. Recovery from both of these issues is complicated because they affect each other and are intertwined. Helpers may often be at a loss for where to start – did the addiction cause the mental illness, did the mental illness cause the addiction, or is there something else leading to both? This workshop provides a framework for working systemically with both issues at the same time. Participants will explore the impact of both addiction and mental illness, be provided with an overview of the theoretical frameworks for working with both issues, and learn how to integrate strategies in a way that supports health and change.

Feb 20 9am-5pm \$249 + GST **EARLY BIRD RATE \$219 ***
*Register before Jan 30

Trauma Informed Care - Building a Culture of Strength JUST CE97

Trauma is prevalent in our world and has an impact on many of the people we interact with, including our 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. Participants 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. If that is what you are looking for, please check out our workshop, Trauma – Strategies for Resolving the Impact of Post-Traumatic Stress.

Apr 1 9am-5pm \$249 + GST **EARLY BIRD RATE \$219 ***
*Register before Mar 11

Challenging Behaviours in Youth - Strategies for Intervention JUST CE81

For those who work with youth, managing challenging behaviours that interfere with development, learning, or success can be both frustrating and exhausting. This workshop will review challenging behaviours related to aggression, non-compliance, and attention-seeking, and will provide a framework for intervening with these behaviours. Participants will analyze the effectiveness of their current approach and develop insights into what is happening when attempts at intervention do not work. Guidelines for structuring interactions for positive outcomes will be given, and a coaching model to bring out the best in youth who exhibit challenging behaviour will be provided.

Please note: This workshop does not provide training for clinical therapy or review clinical conditions that may lead to challenging behaviours.

Mar 7 9am-5pm \$119 + GST **EARLY BIRD RATE \$99 ***
*Register before Feb 14

Crisis Response Planning JUST CE66

To effectively respond to critical incidents (suicide, violence, etc.), schools, communities, and organizations need to plan ahead of time so they are prepared to respond to these unfortunate events. This training will focus on how to organize effectively and quickly at a time of high stress so that groups are better prepared to respond to the emotional needs of those affected by a critical incident. A key component of the training is the review of a Crisis Response Checklist, an important tool when managing the complexities of a critical incident. Participants will leave the workshop with a clear understanding of how to implement their own crisis response team and plan for their specific environment.

Please note: For the purpose of this workshop, "crisis response" refers to the steps that are made after a critical incident. This is not a threat assessment or emergency preparedness workshop.

May 12 9am-5pm \$249 + GST **EARLY BIRD RATE \$219 ***
*Register before Apr 21

Lateral Violence - Working Towards Solutions JUST CE77

Lateral violence occurs when harmful behaviours we experience show up in our interactions with others. It is expressed in many forms including lack of trust, favouritism, and poor communication – these issues typically lead to conflict between individuals or within an entire group. Moving beyond the cycle of lateral violence begins with people becoming aware of its causes and impacts. This workshop explores the various dynamics of lateral violence and offers solutions for prevention. Participants will develop better personal awareness and enhance their communication and conflict resolution skills.

Apr 27 9am-5pm \$249 + GST **EARLY BIRD RATE \$219 ***
*Register before Apr 6



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We help YOU take your innovative idea from concept to market.

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innovation@yukoncollege.yk.ca

867.668.8759

yukoncollege.yk.ca/innovation-entrepreneurship

First Aid: Canadian Red Cross

 REGISTRATION 867.668.8710 | INFORMATION 867.668-5200

 yukoncollege.yk.ca/firstaid

All courses run from 8:30 am-4:30 pm in room T1030, unless otherwise indicated.



Canadian Red Cross Croix-Rouge canadienne

Training Partner / Partenaire de formation

Standard First Aid/CPR-C

FA 003

14 hours | \$1951

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.

CRN 20168	Jan 8-9	Wed-Thu
CRN 20118	Jan 11-12	Sat-Sun
CRN 20121	Jan 22-23	Wed-Thu
CRN 20123	Feb 5-6	Wed-Thu
CRN 20124	Feb 8-9	Sat-Sun
CRN 20125	Feb 17-18	Mon-Tue
CRN 20126	Feb 26-27	Wed-Thu
CRN 20127	Feb 29-Mar 1	Sat-Sun
CRN 20128	Mar 3-4	Tue-Wed
CRN 20129	Mar 10-11	Tue-Wed
CRN 20130	Apr 1-2	Wed-Thu
CRN 20131	Apr 6-7	Mon-Tue
CRN 20132	Apr 18-19	Sat-Sun

CPR-BLS AED *formerly CPR-HCP*

BLS CE01

4 hours | \$50

Designed to build participant confidence in performing CPR skills in a team environment for professionals with a duty to respond. This includes in-facility care providers, including 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.

One (1) year certification.

CRN 20065	Jan 13	9am-1pm	Mon
CRN 20066	Mar 9	9am-1pm	Mon

Standard First Aid/CPR-C Recertification

FA 022

7 hours | \$125

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

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

CRN 20133	Jan 18	Sat
CRN 20134	Jan 24	Fri
CRN 20135	Feb 1	Sat
CRN 20158	Feb 19	Wed
CRN 20159	Mar 7	Sat
CRN 20160	Mar 12	Thu
CRN 20161	Apr 8	Wed
CRN 20162	Apr 25	Sat

CPR-C AED Recertification

CPR 006

4 hours | \$50

Prerequisite: current CPR-C AED certification.

Update and recertify your CPR-C AED certification in this four-hour course.

CRN 20163	Jan 10	1-5pm	Fri
CRN 20164	Jan 27	6-10pm	Mon
CRN 20165	Feb 3	1-5pm	Mon
CRN 20166	Mar 5	6-10pm	Thu
CRN 20167	Apr 9	1-5pm	Thu

Babysitter

FA 004

7 hours | \$125

Minimum 11 years of age (or completion of Grade 5)

Offers basic first aid and caregiving skills for youth 11-15 years old. Participants learn how to provide care to children in a variety of age groups, and how to prevent and respond to emergencies. The course also offers youth the skills to promote themselves as babysitters to prospective families.

CRN 20442	Jan 17	Fri
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Blended Standard First Aid/CPR-C

Online & In-Class | \$125

Complete the online theory based portion up to 4 weeks prior to the in-class day. Bring your online learning proof of completion with you to the 7 hours of in class training, where your practical skills will be taught and evaluated. Complete a small in class 30 question, multiple choice test and receive your Standard First Aid/CPR-C certification.

Registration must include the Online Component & corresponding Skills Check

Online Component (Self-Paced)	Skills Check (8:30 am-4:30 pm)
Jan 31-Feb 21	Feb 28
Mar 27-Apr 17	Apr 24

FOR MORE INFORMATION check out:
www.yukoncollege.yk.ca/firstaid



Remote First Aid/CPR-C

formerly Wilderness & Remote First Aid

WFA 010

24 hours | \$295

Ever wonder what to do if help is not immediately available if someone is ill or injured? Whether working or recreating in 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. The course is taught in both an indoor and outdoor settings that will require greater physical activity than typical first aid training. Suitable for those who work, live and adventure in remote locations.

CRN 20148	Mar 2-4 8:30am-5:30pm	Mon-Wed Location: T1023
CRN 20149	Apr 21-23 8:30am-5:30pm	Tue-Thu Location: T1023

Remote First Aid/CPR-C Recertification

WFA 012

12 hours | \$150

Prerequisite: current 24-hour Remote First Aid/CPR-C certification.

Update and recertify your Wilderness & Remote First Aid certification in this 12 hour course.

CRN 20152	Feb 14-15 Fri 6-10pm/Sat 8:30am-5:30pm	Location: T1030
CRN 20153	Mar 6-7 Fri 6-10pm/Sat 8:30am-5:30pm	Location: T1030

Wilderness First Aid/CPR-C

formerly Advanced Wilderness & Remote First Aid

WFA 011

40 hours | \$495

Ever wonder what to do if help is not immediately available if someone is ill or injured? Whether working or recreating in 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. Part of the course is taught in an outdoor setting and requires greater physical activity and endurance than typical first aid training. Qualifies for the 40hr Wilderness First Aid 2018 Guiding Regulations for Yukon's National Parks.

CRN 20150	Mar 9-13 8:30am-5:30pm	Mon-Fri Location: T1023
CRN 20151	Apr 27-May 1 8:30am-5:30pm	Mon-Fri Location: T1023

Wilderness First Aid/CPR-C Recertification

WFA 013

20 hours | \$295

Prerequisite: current 40-hour Wilderness & Remote First Aid/CPR-C certification.

Update and recertify your Advanced Wilderness & Remote First Aid certification in this 20 hour course.

CRN 20154	Jan 10-12 Fri 6-10pm, Sat/Sun 8:30am-5:30pm	Location: T1023
CRN 20155	Apr 3-5 Fri 6-10pm, Sat/Sun 8:30am-5:30pm	Location: T1023

Emergency Medical Responder - Advanced First Aid

EMR 001

80 hours | \$1000

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

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.

CRN 20117

Feb 3-14
8:30am-5:30pm

Mon-Fri x2
Location: T1023

Emergency Medical Responder Recertification

EMR 002

40 hours | \$625

Prerequisite: current Emergency Medical Responder certification.

Update and recertify your Emergency Medical Responder certification in this 40 hour course.

CRN 20157

Jan 20-24
8:30am-5:30pm

Mon-Fri
Location: T1023

COMING SOON



Psychological First Aid

First aid for the mind is just as important as first aid for the body. Individuals suffering from high stress levels, burnout and suicidal thoughts are at an all-time high in areas such as workplaces, schools, indigenous communities and among professional responders.

Psychological First Aid is a resiliency-building wellness program that equips individuals in supporting themselves and others to cope with the effects of stress, loss, trauma, and grief.

- Uses audience-specific case-based learning that focuses on self-care and personal protection
- Incorporates the latest evidence-based research on emotional, psychological, and social well-being
- Supports and complements workplace wellness education programs
- Online, in-class and blended delivery course options available

**A RESILIENCY-
BUILDING
APPROACH TO
EMOTIONAL,
PSYCHOLOGICAL,
AND SOCIAL
WELLBEING**

Safety Training

i REGISTRATION 867.668.8710 | INFORMATION 867.668.5200

➔ yukoncollege.yk.ca/safetytraining

FOODSAFE Level I

HLTH 004

8 hours | \$95

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

CRN TBD - Check website for upcoming courses

Energy Safety Canada: H2S Alive

H2S 001

7 hours | \$295 + GST

This one-day program is intended for all workers who could be exposed to hydrogen sulphide (H2S). The primary focus is to provide generic 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 from Enform upon successful completion of your exam.

CRN TBD - Check website for upcoming courses

Fall Protection

SAFE 005

7 hours | \$195 + GST

Learn how to work with fall protection equipment in this intensive, one-day 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!

CRN TBD - Check website for upcoming courses

Confined Space Awareness

CNSP 003

7 hours | \$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 seven-hour course will give you the understanding and rules behind safe confined space entry operations.

CRN TBD - Check website for upcoming courses

Workplace Hazardous Materials Information Systems (WHMIS)

WHMS 001

3.5 hours | \$95 + GST

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.

CRN TBD - Check website for upcoming courses

Transportation of Dangerous Good (TDG)

TDG 001

3.5 hours | \$95 + GST

Legislation requires all people involved with transporting dangerous goods to learn the skills and principles taught in this course. Protect yourself and the public by learning how to avoid dangerous accidents and understanding your responsibilities as a shipper/handler. Earn a TDG certificate (clear language edition) in the process.

CRN TBD - Check website for upcoming courses

Crane Operator

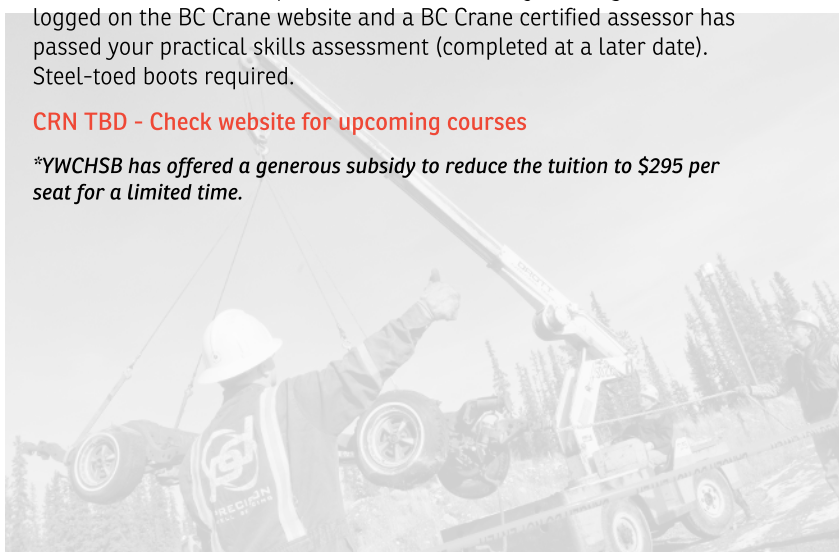
RIGG CE03

28 hours | \$595 + GST *

This 4-day course will give you an intensive introduction to heavy lifting and proper safe operational expectations for crane operation, inclusive of the rigging & 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 Yukon are required to carry 'proof of competence' by YWCHSB. The instructor will introduce each participant to the necessary steps to become certified by BC Crane, recognized Crane Operator certification in Yukon. Crane Operator Certification will be completed once the necessary training hours are logged on the BC Crane website and a BC Crane certified assessor has passed your practical skills assessment (completed at a later date). Steel-toed boots required.

CRN TBD - Check website for upcoming courses

**YWCHSB has offered a generous subsidy to reduce the tuition to \$295 per seat for a limited time.*



YUKON COLLEGE KID'S PROGRAMS

Yukon College Kids Programs is a network member of Actua, a national organization that engages youth in science, technology, engineering, and math (STEM). Our goal is to give every youth the opportunity to see their potential to excel in STEM!

Registration for
January
programs will
open in
early-December



After-school STEM Clubs (grades 2-4, 5-7)

Science experiments, coding robots, and team design challenges!

Whether your child is just getting curious or is already obsessive about STEM, these activities will get them engaged! Programs will run January to Spring Break and Spring Break to May. Advanced registration is required.

Girls Tech Clubs (grades 2-4, 5-7)

Girls face distinct barriers to developing skills and seeing themselves as future experts in STEM subjects. Our girls clubs are designed to build girls' confidence, introduce them to women mentors working in STEM, and show them how fun technology can be! Programs will run January to Spring Break and Spring Break to May. Advanced registration is required.

Junior Astronauts (grades 6-9)

Are your students excited by new challenges? Do they like to dream big? With help from the Canadian Space Agency and Yukon CubeSat, we are bringing space workshops to classrooms across Yukon to ignite youth's interest.

Educators can reach out to book a visit or receive resources to deliver their own activities.

Coding in the Classroom (grades 1-9)

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 Updates on 2020 Summer Camps check out our
Website: www.yukoncollege.yk.ca/yckc

INFORMATION: 867.668.8819 | camps@yukoncollege.yk.ca

Online Courses

i REGISTRATION online at ed2go.com/yukon
INFORMATION 867.668.5200



Publish a book online? Learn a new language? Learn a computer application? Take a math refresher? All of these courses are available to you this fall.

Cost-effective courses from \$169 in a convenient six-week format. Sessions start monthly; you can sign up at any time!

Whether you're looking to fine-tune your creative or business writing skills, harness the full capability of an Adobe application, learn more about large-scale event planning, or advance your career with the multitude of business offerings, you now have access to literally 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, and discussion forums with fellow students are available online, 24 hours a day. While class sessions run on a weekly basis, you are able to log in and view the core lesson – at your convenience – for up to two weeks.

Not finding what you're looking for? Contact us to help shape our future offerings! For ed2go feedback or suggestions, please contact us at: ce@yukoncollege.yk.ca.

Visit ed2go.com/yukon and start browsing for your next course!

SAMPLE COURSES

Business Skills

- Communications & Writing
- Accounting & Office Software
- Management & Leadership
- Non-profit
- Project Management
- Sales & Marketing

College Readiness

- Math
- Science

Design & Composition

- Adobe Software
- Digital Photography
- Graphic & Web Design

Arts & Personal Wellness

- Creative Writing
- Publishing
- Languages
- Parenting & Family
- Health & Wellness

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- Courses start at \$169





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