

Continuing Studies

**Lift your skills, confidence and
contribution in a changing world.**

Upcoming personal and professional
development courses and workshops
in your community.

September to December 2021

Welcome to the fall 2021 course guide

I am so pleased to introduce you to YukonU's Fall 2021 Continuing Studies course guide!

We have all learned so much as we navigated the ups and downs of the pandemic over the past year. For YukonU, these learnings made it possible to enhance the professional and personal development opportunities we have to offer you. With in-person learning being limited last year, it meant adapting our courses for distance delivery—making some courses readily accessible to people across the territory for the first time. In this guide, you will see YukonU's commitment to maintaining the accessibility of courses for all Yukon people through distance delivery.

The pandemic also accelerated the rate of change in jobs and in the economy. Although Yukon weathered the pandemic better than many jurisdictions, we saw many jobs reduced or eliminated by the quick and profound changes. In response, YukonU expanded our course offerings to support you in upskilling for your current job or for boosting your resume for future jobs as the economy recovers and new opportunities emerge.

As always, we are proud to offer you a range of programming including safety certification, organizational development, children and youth programming, waste and water operations, geology and mining, truck driver training, housing maintenance, community interest, social innovation, social justice and much more.

We are enthusiastic about our local subject matter experts who will work with you to ensure your learning needs are met and include the Yukon context. In addition to our network of local instructors, we bring you courses and curriculum from institutions including the Justice Institute of British Columbia, National Project Management Inc., as well as industry's nationally-recognized certifying bodies.

I invite you to visit YukonU.ca/CS, which is regularly updated to include newly scheduled courses and classes. The content of the course guide is developed months in advance of delivery—don't miss out on what has been scheduled since then!

Finally, if there are any courses you see in this guide that you'd like tailored for you or your group and scheduled for your convenience, contact us to discuss your needs. Our team is ready to respond.

I look forward to learning more about your interests and seeing you in our classes.

Shelagh Rowles, PhD

Executive Director, Continuing Studies and
Centre for Northern Innovation in Mining

How to register

By phone

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

Quote the CRN found in
the course description.

In person

**500 University Drive,
Whitehorse**

Drop by the Admissions Office,
across from the Campus Store.

By fax

867 668 8899

Call 867 668 8710 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'll need to meet the
following criteria to ensure you have an
account:

- You've been a student (taken a course or program) at YukonU or Yukon College in the past five years; or
- You've contacted Admissions to set up (and you have) your Yukon University ID (student number);
- You'll 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'll need this CRN number in the online registration system to select and pay for your course.

What's inside

3 Professional development

Microlearning workshops
Conflict resolution
Leadership training
Project management
Accounting and financial management
Human resources

14 Northern Institute of Social Justice

Administrative justice
Health, wellness, trauma-informed practice courses
Crisis & Trauma Resource Institute courses
Yukon First Nations training

19 Industry training

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

23 Innovation & Entrepreneurship

26 First aid & safety

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

30 Other programming

ed2go online courses
Kids and youth programming

32 Community campuses

What's new

Microlearning workshops

A series of 10 one-day skill-based learning workshops:

- Working Smarter by Overcoming your Busy-ness
 - Writing with Impact
 - The Job Search and Interview Skills
 - Managing your Fear of Speaking/ Presenting to an audience
-

Leadership training

- Coaching: A Powerful Leadership Tool
 - Systems Leadership Seminar
 - Managing in a Non-Stop World of Change
-

Basic Bookkeeping Skills Workshops

Learn more about bookkeeping in this new one-day course.

Human resources training

Onboarding & Mentoring is back!

ed2Go online courses

Not exactly new, as YukonU CS has partnered with ed2go since 2011. A great option for online training with many options for course topics.



Professional development

Microlearning workshops
Conflict resolution
Leadership training
Project management
Accounting and financial management
Human resources

Microlearning workshops

Microlearning workshops are short-term, focused learning strategies that are especially 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 need to go!

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

The Job Search and Interview Skills

NEW

Date	Sept 28 & 30
Time	Tue/Thur 9am – 12:30pm
Code	JOB CE04 • CRN 90805
Fee	\$250 + GST

Searching for a job can be intimidating. How do you know what job you're best suited for? How do you build a winning resume and cover letter? Where can you find job leads? How do you network without feeling nervous? What happens when you land an interview? And most importantly, where do you find help when you need it?

Job Search and Interview Skills workshop will give you the answers to all these questions, plus a plan to get you to a new job. After completing this program, you'll be more than ready to start your search for your perfect job. Identifying the purpose for working and the assessment of skills can help determine the types of jobs you should apply for.

Getting it Done!

NEW

Date	Oct 7
Time	Thur 9am – 3pm
Code	OFSK CE12 • CRN 90802
Fee	\$250 + GST

Personal time management skills are essential for professional success in any workplace. Those able to successfully implement time management strategies can control their workload rather than spend each day in a frenzy of activity reacting to crisis after crisis – stress declines and personal productivity soars! These highly effective individuals can focus on the tasks with the greatest impact to them and their organization.

The Getting it Done! one-day workshop will cover strategies to help participants learn these crucial strategies. Participants will be given a skill set that includes personal motivation, delegation skills, organization tools and crisis management.

Developing a Lunch and Learn Program in your Workplace

NEW

Date	Nov 9
Time	Tue 9am – 4:30pm
Code	SUPR CE09 • CRN 90801
Fee	\$250 + GST

Supporting employee development is a hallmark of a successful organization. One way to accomplish this is to create and develop a Lunch and Learn Program in your workplace to foster peer learning, sharing of skills and information and creating an atmosphere of shared learning and fun!

From concept to design, this full-day workshop will give you tools to progress through the steps of developing a program specific to your workplace and will cover topics such as what is a Lunch and Learn, what are the benefits of hosting in your workplace, steps to create and develop the program, administrative and marketing considerations and evaluating the program.

Microlearning workshops

Fundamentals of Event Planning

Date	Nov 18
Time	Thur 9am – 4:30pm
Code	PLAN CE06 • CRN 90848
Fee	\$250 + 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 several practical tools and templates and other resources to help you plan future events.

This workshop includes four modules:

- Initiating = Conceptual Development
- Building the Event Work Breakdown Structure
- Building the Event Workforce
- Preparing for Implementation

Working Smarter by Overcoming your Busy-ness

NEW

Date	Sept 16
Time	Thur 9am – 4:30pm
Code	OFSK CE11 • CRN 90806
Fee	\$250 + GST

Are you a busy professional who wants to learn to manage your busy-ness? This workshop will help you use technology to your advantage in managing your time. We will focus on skills that will help you to manage your time more effectively, manage email efficiently and spend time discussing how to use technology to your advantage. Learn how to work smarter, organize your time and come out ahead on projects!

Fundamentals of Writing Successful Funding Proposals

NEW

Date	Nov 4 – 5
Time	Thur/Fri 9am – 4:30pm
Code	PROP 002 • CRN 90807
Fee	\$599 + GST

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

Writing with Impact

NEW

Date	Nov 7
Time	Tue 8:30am – 4:30pm
Code	WCOM CE01 • CRN 90803
Fee	\$250 + GST

Explore strategies for success in everyday business communication and learn how to communicate in everyday situations with ease. Written communication is essential in every workplace. From memos, emails, briefings, proposals and reports, all forms of communication are your opening to motivate, connect, impress and engage your audience. Participants will cultivate an audience focus on writing and understand this applies to all writing situations. Writing with Impact provides you with proven and practical techniques to start to write clearly and persuasively with your next communication.

Managing your Fear of Speaking/Presenting to an Audience

Date	Oct 21
Time	Tue 9am – 4:30pm
Code	PBSP CE01 • CRN 90788
Fee	\$250 + GST

If speaking in front of people is part of your work responsibilities but not in your comfort zone, you are certainly not alone! This fear 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 tools to manage your fear of speaking or presenting in front of an audience. Topics include taking a closer look at five truths about fear, three levels of fear, shifting how we hold fear; the benefits of preparation and delivery skills you can practice on your own time.

Introduction to Facilitation Skills

Date	Sept 22
Time	Wed 9am – 4:30pm
Code	FACI CE03 • CRN 90787
Fee	\$250 + 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, which will be demonstrated through stories, templates and other tools that you can use in the future. Topics include what a facilitator does, defining the role of a facilitator, facilitating using the PDF approach (Prepare-Deliver-Follow up) and more.

Conflict resolution

Making Meetings Matter!

NEW

Date Oct 14
Time Thur
 9am – 4:30pm
Code LEAD 022 • CRN 90800
Fee \$250 + GST

This workshop is for managers, project leads and others who prepare and chair meetings as part of their workplace responsibilities. There are reasons why some meetings are very productive, while others are not, leaving participants tuned-out and feeling like it was a waste of time. Interesting stories, useful checklists, sample agendas and other tools will equip you with confidence in making your future meetings matter to advance your work. Four units of Making Meeting Matters will be touched on. Topics include types of meetings and meeting decision trees, preparation, running the meeting and meeting follow-up. Don't miss the opportunity to become a master of making meetings matter.

Sharpening your Message

NEW

Date Nov 16
Time Tue
 9am – 4:30pm
Code WCOM CE01 • CRN 90804
Fee \$250 + GST

What is the message you want to convey? What is the point you are trying to make? The one-day Sharpening your Message workshop embraces clarifying your message, determining how to present it and how to constructively communicate your message. Listening and communicating effectively will be covered to ensure your listeners hear your message. By the end of the day, you will be able to write more clearly and concisely to get your point across.



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 Oct 27 – 29
Time Wed/Thur/Fri
 9am – 5pm
Code CRES 1100 • CRN 90707
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



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.

A series of courses will be offered in Winter 2022.

More information: contact Jennifer Harkes at jharkes@yukonu.ca

Coaching: A Powerful Leadership Tool

NEW

Date	Oct 19–21
Time	Tue/Wed/Thur 9am – 4:30pm
Code	SUPR CE10 • CRN 90797
Fee	\$750 + GST

A three-day course focuses on coaching, listening, communication and change leadership skills with people at all levels. Participants 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. 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.

The Competent Supervisor – Leading Productive Safe Teams

NEW

Date	Oct 27–28
Time	Wed/Thur 8:30am – 5pm
Code	SUPR CE08 • CRN 90783
Fee	\$795 + GST

In this two-day workshop, you will learn much information and tools on becoming a competent supervisor. Imagine: “– a workplace where everyone is happy to be there and they respect and look out for each other. Your boss says ‘hello’ everyday sincerely. People know their roles and how they will be contributing to the success of the team. The team can adapt to unforeseen problems and thrives on change and continuous improvement. Your leader leads by example, shares the vision, embraces change and helps others through it, enables others to grow and focuses on making everyone succeed”.¹

The course is suitable for those working in a lead-hand position, leading a team, the trades and industry. By the end of the course, you will be well on your way to becoming a competent supervisor.

¹ The Leadership Challenge by James Kouzes and Barry Z. Posner



Organization by Design seminars

A new series of seminars for aspiring leaders to leaders or individuals seeking a fresh perspective on leadership.

YukonU welcomes the Organizations by Design team, who believe that it is crucial to understand and appreciate how we influence our systems and how we gather information from various sources—and then learn together. As systems thinkers, Organizations by Design works with leaders and teams from this perspective to support organizations to shift their way of thinking to navigate—in a world of continuous change—differently.

Facilitator bios

Nicole van Kuppeveld is devoted to sharing her learning experience to inspire people to see their own potential and to provide ways for them to nurture their continued growth and learning as leaders. She endeavors to create safe and trusting spaces that allow for individuals, teams, organizations and communities to have deep and meaningful conversations and to think differently together. Nicole holds a bachelor's in occupational therapy, an MBA in leadership, a strategic HR post graduate certificate, is a certified MBTI facilitator, and is a Waters Centre for Systems Thinking Advanced Practitioner. Nicole is a FNMI ally, she is a Circle Facilitator and has completed the Indigenous Partnership Program through the University of Alberta Business Faculty.

Rachel Foster believes that it is crucial to understand how individuals, groups and communities influence systems and how leaders can gather information and feedback from the various systems in which we operate to course correct. She is a systems thinker and a coach who works with leaders and their teams to support organizations and businesses to shift their way of being and doing to navigate the world differently. Rachel holds a Master of Nursing (Advanced Practice Community Health) is a Master NLP Practitioner, Certified Executive Coach, Certified LEADS® Canada Coach, Certified Management Consultant (Canada) & Personality Dimensions Facilitator (Level 2).

Leadership training

Systems Leadership Seminar

NEW

Date Oct 6 – Dec 1
Time Wed
9am – 12pm
Code SUPR CE 12 • 90798
Fee \$899 + GST



NOTE: This seminar is offered by live stream (online) every Wednesday for 8 weeks.

Are you, your team, your organization or your community looking at ways to learn to think differently together? Looking at where to intervene in your system to impact real change? Learning (or refreshing) your innate systems thinking skills will literally change your view of your world. This seminar will introduce the learner to tools, strategies and skills to build systems thinking capacity. As a current or emergent leader, you will build a framework that you can apply in your leadership role.

Outcomes:

At the end of the seminar, learners will:

- Understand the complexity of systems thinking
- Gain clarity around their work from a systems perspective
- Identify their strengths and challenges as a systems leader
- Use tools to support their work as a systems leader
- Develop skills to connect their leadership vision to the organizations
- Develop skills to engage in learning conversations with others
- Develop an action plan for building their systems leadership skills and capacity

Weekly modules

Week 1: What is a System?

In this session we will establish our learning community. We will define a system and explore the systems that you engage within your leadership role. An inventory of your strengths and challenges will assist you in identifying the gaps—and for developing an action plan.

Week 2: The Being and Doing of Leadership

We will explore the habits and characteristics of a systems leader. Specifically, we will look at how you as a systems leader needs to be, what you need to do, as well as ways to personally integrate the discipline of systems thinking into your leadership approach.

Week 3: Change Your Mind, Change Your Result

We will introduce concepts and tools used by systems leaders, including lenses that allow systems leaders to apply systems thinking in their day-to-day work.

Week 4: Creating a Systems Leadership Vision

We will explore tools to create a personal leadership vision. You will build your capacity as a systems leader to connect your personal vision with the organizational vision to create engagement, productivity and inspiration in your workplace.

Week 5: Building Relationships

The focus of this session is on building relationships and your coaching capacity. We will explore a coaching philosophy, approach and tools that align with a systems leader's ways of being and doing.

Week 6: Managing Change

We will explore change within the system leader's realm. We will review some change frameworks, apply them to a current change initiative, and ways to lead in a non-stop continuous environment of change.

Week 7: Creating a Learning Team

We will share strategies and tools to foster your team's ability to learn together. You will learn the qualities of a learning team and acquire skills you can use to build learning capacity in your team.

Week 8: Looking Back: Moving Forward

In this final seminar we wrap up by reviewing how systems leaders showcase their learning and the shifts in practice that have made a significant difference in their own personal, team, organization and community leadership through showcasing.

Managing in a Non-Stop World of Change Seminar

NEW

Date Nov 23 – Dec 3
Time Tue/Wed/Thur
1pm – 4pm
Code SUPR CE13 • CRN 90799
Fee \$649 + GST



**Online seminar offering by Live Stream and is scheduled for three days a week for two weeks*

It has become a truism that the only constant is change. The impacts of a change in government, economic impacts, changes in sector funding and a global pandemic have us in a continuous, non-stop state of change. In this change endurance series we will look at how to manage in a non-stop world of change at the personal leadership, team and organizational level. We will address the stages of transition and change as an ongoing phenomenon.

Outcomes:

At the end of the seminar, learners will:

- Learn to think differently about change
- Integrate change management into their daily work
- Acquire tools for managing continuous change
- Learn strategies for making continuous change their new normal
- Build their change endurance skills
- Apply concepts, skills, tools to current challenges in their workplace
- Develop an action plan for building change endurance skills and capacity

Weekly modules

Week 1: A Framework for Personal Change

In today's changing global economy, uncertainty and constant change are an ongoing concern and an ever-present reality. Under these conditions we often feel insecure and we grasp for any source of stability and predictability. In the workplace we yearn for a sense of direction. We often have high expectations for our leaders, but we need to hold the same expectations for ourselves. We will explore a framework for personal change as leaders in our organizations.

Week 2: Applying the Framework in Our Personal Leadership

Week 3: Tools and Strategies to Build Resiliency in Teams

Organizations today need to work faster, more collaboratively and recognize that a good idea can come from anywhere. They need new ways of thinking and new ways of doing—and they need leaders who can embrace and help create the new normal. This session will focus on tools and strategies for building resiliency in your teams.

Week 4: Applying the Tools and Strategies in our Teams

Week 5: Building Relationships

Building more learning-agile, strategic, and emotionally intelligent leadership is needed in an environment that is constantly changing. Learn how to create new paradigms to tackle uncertainty. We will explore the importance of learning together and the disciplines of the Learning Organization. In the current environment you can excel, grow, and surpass your expectations- and may have fun in the process!

Week 6: Applying the Learning in Our Organizations

More information:
Contact Kathryn Zrum at
kzrum@yukonu.ca

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

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	Oct 18 – 20	
Time	Mon/Tue/Wed 9am – 5pm	
Code	PROJ 001 • CRN 90681	
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 Procurement and Contracts Management

Date	Nov 30 – Dec 1	
Time	Tue/Wed 9am – 5pm	
Code	PROJ CE04 • CRN 90684	
Fee	\$997.50 + GST	

Acquire the skills to manage project procurement and contracts utilizing industry standards, and the guidelines of the PMI (Project Management Institute).

Managing project procurement and contracts is an essential skill for project managers in order to achieve the best value for your project.

Project Management Essentials: Part 2

Date	Oct 21 – 22	
Time	Thur/Fri 9am – 5pm	
Code	PROJ 003 • CRN 90682	
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	Nov 15 – 19	
Time	Mon/Tue/Wed/ Thur/Fri 9am – 5pm	
Code	PROJ 002 • CRN 90683	
Fee	\$1997.50 + GST	

Industry-standard certification from the Project Management Institute (PMI). The five-day workshop prepares participants 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.

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.

Bookkeeping Fundamentals Level 1

Date	Nov 16 – Dec 2	Code	ACCT 003 • CRN 90704
Time	Tue/Thur 6pm – 9pm	Fee	\$449 + GST



Focusing 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 and credit/debit notes, preparing a trial balance, income statement and balance sheet, fiscal period-end, bank reconciliation and closing adjustments.

Designed specifically for those with little or no bookkeeping experience.

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

Sage 50 Level 1

Date	Oct 1 – 3	PRE
Time	Fri 6pm-9pm Sat / Sun 10am – 4pm	
Code	ACCT 001 • CRN 90705	
Fee	\$499 + 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	Oct 22 – 24	PRE
Time	Fri 6pm – 9pm Sat / Sun 10am – 4pm	
Code	ACCT 002 • CRN 90706	
Fee	\$499 + 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.

Basic Bookkeeping Skills Workshop

Date	Nov 23
Time	Tue 9am – 4:30pm
Code	ACCT 003 • CRN 90796
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 are bound to be familiar with a lot of these basic bookkeeping and accounting terms.

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.

Financial Management for Non-Financial Managers

NEW

Date Nov 16-17
Time Tue/Wed
9am - 4:30pm
Code MANG 001 • CRN 90782
Fee \$599 + 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.

Excel 2016 Level 1

NEW

Date Sept 23 - Oct 7
Time Tue/Thur
6pm - 9pm
Code EXCL 001 • CRN 90709
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.

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

The most up-to-date information can be located on the website 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.

Onboarding & Mentoring

Date Sept 28 - Oct 19
Time Thur
1pm - 4:30pm
Code HRAC 005 • CRN 90629
Fee \$495 + GST

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.



Northern Institute of Social Justice

Administrative justice
Trauma and Wellness-related courses
Crisis & Trauma Resource Institute courses
Yukon First Nations 101 course

Northern Institute of Social Justice

Are you interested in short, interactive training courses about social issues in the Yukon context?

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 provided by the Government of Yukon, Department of Education.



Anxiety – Practical Intervention Strategies

Date	Sept 20	Code	JUST CE74 • CRN 90743
Time	Mon 8:30am – 4pm	Fee	\$235 + GST



Delivered remotely via Zoom.

Anxiety represents our body's natural alarm system, signaling the possibility of danger. When this response arises too frequently or intensely and doesn't match actual situations of danger, it can interfere with life and cause great distress. While every person experiences anxiety, it is estimated that over a quarter of the population will experience anxiety at levels that cause distress in their lives.

This Crisis and Trauma Resource Institute (CTRI) workshop explores when anxiety is adaptive and in order, compared to when it becomes disordered.

Caregiving During Crisis

Date	Sept 22
Time	Wed 9am – 10am
Code	JUST CE104 • CRN 90725
Fee	FREE



Delivered remotely via Zoom.

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.

Northern Institute of Social Justice

Become Suicide Aware: Notice. Ask. Connect.

Date	Sept 30	
Time	Thur 10am – 11:30am	
Code	JUST CE110 • CRN 90726	
Fee	FREE	

Delivered remotely via Zoom.

This introductory-level workshop is for anyone who is concerned about friends or family, or 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 the 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?

Responding with Resilience

Date	Oct 5	
Time	Tue 10am – 11:30am	
Code	JUST CE114 • CRN 90725	
Fee	FREE	

Delivered remotely via Zoom.

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 and we will explore various means of tackling these conflicts and challenges with that "from-inside" resiliency that we might have to dig a little bit deeper to discover but is there.

Anxiety in Children and Youth – Practical Intervention Strategies

Date	Oct 7	Code	JUST CE115 • CRN 90753	
Time	Wed 8:30am – 4:00pm	Fee	\$235 + GST	

Delivered remotely via Zoom.

Childhood and adolescence are critical times for emotional and psychological development. During these stages, anxiety patterns can begin that continue into adulthood. Anxiety represents our body's natural alarm system, signaling the possibility of danger. When this response arises too frequently or intensely and doesn't match actual situations of danger, it can interfere with life and cause great distress.

This Crisis and Trauma Resource Institute workshop provides a structure for understanding how anxiety works in the nervous system.

Working with Trauma

Date	Oct 27 – 28	Code	JUST CE70 • CRN 90727	
Time	Thur/Fri 9am – 12pm	Fee	\$250 + GST	

Delivered remotely via Zoom.

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.

Peer Support – Equipping the Natural Helper

Date	Oct 20	Code	JUST CE116 • CRN 90754
Time	Wed 8:30am – 4pm	Fee	\$235 + GST

Delivered in-person at NorthLight Innovation (2180 2nd Ave, Whitehorse, YT).

When challenges in life occur, people naturally reach out for support from those closest to them—coworkers, friends and family. 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 CTRI workshop explores the support process, key qualities of the peer helper and issues that may arise when assisting others.

De-escalating Potentially Violent Situations

Date Oct 21
Time Thur 8:30am – 4:30pm
Code JUST CE75 • CRN 90744
Fee \$235 + GST



Delivered remotely via Zoom.

This Crisis and Trauma Resource Institute workshop is designed to teach people to de-escalate potentially violent situations through assertiveness and interpersonal communication.

The training explores how anger and violence interplay, including opportunities for self-assessment of personal communication styles. Workshop participants will develop a clear understanding of how to assess the potential for violence and respond with a diverse set of interpersonal tools and strategies designed to defuse potentially violent situations.

YFN 101

Date Oct 20 – 21
Time Wed/Thur
1pm – 4:30pm
Code YFN 001 • CRN 90492
Fee \$325 + GST



Delivered remotely via Zoom.

Yukon First Nations 101 was developed to educate people about the culture and history of the First Nations Peoples of 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.

Mental Health First Aid for Northern People

Date Oct 26–28
Time Tue/Wed/Thur
8:30am – 4:30pm
Code JUST 034 • CRN 90747
Fee \$245 + GST

Delivered in-person at Yukon University, Ayamdigut Campus in room C1440.

This northern version of the Mental Health First Aid Canada course integrates material that reflects the experiences of Aboriginal 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 Peoples is guided by a number of important principles including respect, cooperation, community, harmony, generosity and resourcefulness.

Applied Suicide Intervention Skills Training (ASIST)

Date Oct 27 – 28
Time Wed/Thur 8:30am – 4:30pm
Code ASIS 002 • CRN 90728
Fee \$200 + GST

Delivered in-person at NorthLight Innovation (2180 2nd Ave, Whitehorse, YT).

This workshop 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.

Note: Participants must be 16 years or older.

ASIST is delivered by instructors Erin Legault and Meg Grudeski.

Resiliency – The Art of Living, Working and Connecting in Uncertain Times

Date Nov 2 – 3
Time Tue/Wed 9am – 12pm
Code JUST CE113 • CRN 90746
Fee FREE



Delivered remotely via Zoom.

In this new, introductory-level workshop, you will explore some approaches that may help in better coping with the personal, relational, professional and societal challenges that can occur in tandem with uncertain times. The instructors will guide you through a workshop focused on:

- Reaching in: finding that which is unwavering
- Reaching out: finding that which creates strong connections (and relationships)
- Resiliency at work: full-fill and be fulfilled

Join Florian and Katrine in an engaging, interactive process of discovering how to tune your inner compass to point towards ever expanding resiliency.

Supporting your Staff Through Loss and Grief

Date	Nov 17	Code	JUST 048 • CRN 90563
Time	Wed 8:30am – 12pm	Fee	\$95 + GST

Delivered in-person.

The effects of grief are felt by those who experienced the loss, and by their co-workers. This course helps those with leadership responsibilities to:

- take an in-depth look at the nature of grief
- develop practical tools to provide effective leadership in crises and high stress periods
- learn to anticipate the challenges of supporting employees through loss in the workplace
- establish appropriate support and maintain productivity in your unique work environment

The course, delivered by Hospice Yukon, includes guest speakers who have provided excellent leadership during times of loss in their workplaces.

Vicarious Trauma – Strategies for Resilience

Date	Nov 18	Code	JUST CE108 • CRN 90745
Time	Thur 8:30am – 4pm	Fee	\$235 + GST

Delivered in-person at Yukon University, Ayamdigut Campus in room C1440.

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 Crisis and Trauma Resource Institute workshop provides participants with the opportunity to examine their own experiences and become aware of the signs of both vicarious trauma and vicarious growth.

Talking Tough (Topics): The Skill and Practice of Navigating Difficult Conversations

Date	Nov 25	Code	JUST CE112 • CRN 90731
Time	Thur 10am – 11:30am	Fee	Free

Delivered remotely via Zoom.

This introductory-level workshop helps highlight ways of preparing ourselves to have tough chats with others and 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 ability to navigate important discussions—with family, with friends and even in the workplace.

Coping During Crisis

Date	Nov 17
Time	Wed 9am – 10am
Code	JUST CE103 • CRN 90729
Fee	Free



Delivered remotely via Zoom.

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, and 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	Dec 9
Time	Thur 10 am – 11:30am
Code	JUST CE111 • CRN 90732
Fee	Free



Delivered remotely via Zoom.

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

In this workshop, participants:

- 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



Industry training

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

Centre for Northern Innovation in Mining

Mining in 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 deadline for our innovative, uniquely northern training programs:

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

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.

"We are happy to see (all of) you" in Yukon First Nation Languages (**page 32**) used with permission of the Council of Yukon First Nations – Yukon Native Language Centre.

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 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.

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

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 5 – Apr 23
Time	TBD TBD
Code	GEOL 108 • CRN TBD
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 5 – Apr 23
Time	TBD TBD
Code	GEOL 108 • TBD
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.

Physical Geology

Date	Sept 7 – Dec 18
Time	Tue/Thur • 1pm – 2:30 pm Wed • 1pm – 4 pm
Code	GEOL 105 • CRN 10144
Fee	\$400 + GST

GEOL 105 is an introduction to the origin, structure and composition of Earth. It includes topics ranging from earth materials to volcanism and earthquakes. Hands-on laboratory exercises focus on rock and mineral identification, basic outcrop description, and geologic map reading, construction and analysis. Students attend three hours of lecture each week and the weekly lab will be delivered on campus in a face-to-face setting. You must take GEOL 105L (CRN 10146) with this course. This is a three-credit course.

Physical Geology

Date	Sept 7 – Dec 18
Time	Tue/Thur 1pm – 2:30 pm
Code	GEOL 105 • CRN 10145
Fee	\$400 + GST



GEOL 105 is an introduction to the origin, structure, and composition of Earth. It includes topics ranging from earth materials to volcanism and earthquakes. Hands-on laboratory exercises focus on rock and mineral identification, basic outcrop description, and geologic map reading, construction, and analysis. Students attend three hours of online lecture each week and labs are completed remotely. This course is not self-paced. You must take GEOL 105L (CRN 10147) with this course. This is a three-credit course.

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.

Cross Connection/Backflow Assembly Tester Certification

Date	Sept 21 – 24
Delivery	Classroom
Code	CRN 90714
Fee	\$2000 + GST

This five-day course covers all aspects of cross connection control and backflow preventer assembly testing as published in the AWWA Canadian Cross Connection Control Manual and is followed by the BCWWA Backflow Assembly Testers Certification Exam.

Math Review for Small Water Systems and Bulk Water Delivery

Date	Oct 5 – 6
Delivery	Classroom Online
Code	CRN 90715 CRN 90716
Fee	\$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 metric system, math basics (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.

Bulk Water Delivery

Date	Oct 12 – 15
Delivery	Classroom Online
Code	CRN 90717 CRN 90718
Fee	\$1000 + GST

This three and a half-day course is designed to prepare the participants to write their Environmental Operators Certification Program (EOCP) exam for Bulk Water Delivery. 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	Oct 25 – 29
Delivery	Classroom Online
Code	CRN 90720 CRN 90721
Fee	\$1245 + GST

This four and a half-day course is designed to prepare the participants to write their Environmental Operators Certification Program (EOCP) exam for Small Water Systems. 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.

Development and Use of Operator Tools: ERP, MMP and SOPs

Date	Nov 10
Delivery	Classroom Online
Code	CRN 90734 CRN 90735
Fee	\$390 + GST

This one-day course provides students with an understanding of Emergency Response Plans (EMR), Maintenance Management Plans (MMP) and Standard Operating Procedures (SOP). Students will learn how to develop and use these important tools to efficiently support operation and maintenance duties.

Leading and Managing in Public Operations 1: People

Date	Nov 15 – 19
Delivery	Classroom Online
Code	CRN 90736 CRN 90737
Fee	\$1695 + GST

This four and a half-day course is the first part of the Leading and Managing in Public Operations series.

Public sector operations have evolved into extremely complex environments, with specific skills required by staff at all levels. This course is aimed at operations staff in utilities and parks/public works who are currently in a supervisory or management role, or who wish to move into these roles in the future.

Yukon Water and Wastewater Operator Program

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 kzrum@yukonu.ca for more information.

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

Passive Wastewater Treatment North of 60

Date	Oct 20 – 21
Delivery	Classroom
Code	CRN 90719
Fee	\$1150 + GST

This two-day course introduces participants to the fundamentals of passive wastewater treatment and constructed wetlands for wastewater treatment. The course is focused on treatment in extreme cold climates, presenting case studies and the current state of knowledge in this field. The Subwet tool is introduced which models horizontal subsurface flow wetlands for both warm and cold climates. The participants are also introduced to operations and maintenance of wetland systems. Yukon experience with constructed wetlands and bioreactors is presented and discussed.

Leading and Managing in Public Operations 2: Project Management

Date	Dec 2 – 3
Delivery	Online
Code	CRN 90742
Fee	\$710 + GST

This two-day course is the second part of the Leading and Managing in Public Operations series. Public sector operations have evolved into extremely complex environments, with specific skills required by staff at all levels. This course is aimed at operations staff in utilities and parks/public works who are currently in a supervisory and management role, or who wish to move into these roles in the future. The focus of the course is to develop a more detailed understanding of project management concepts, through case studies and discussion of a variety of projects at different phases of execution.

Basic Hydrogeology

Date	Nov 30
Delivery	Classroom Online
Code	CRN 90738 CRN 90739
Fee	\$390 + GST

This one-day course is designed to provide participants with knowledge in basic hydrogeology principles, which include aquifers, groundwater flows direction and remediation, sources and migration of contaminants, water chemistry, and groundwater under the direct influence of surface water (GUDI).

Bulk Water Delivery Refresher

Date	Nov 23
Delivery	Classroom Online
Code	CRN 90750 CRN 90751
Fee	\$390 + GST

This one-day course provides a review of skills and knowledge relevant to Bulk Water Delivery Operators. This course meets the Environmental Operators Certification Program (EOCP) continuing education requirements for Bulk Water Delivery Operators (required by the Yukon Government Drinking Water Regulation).

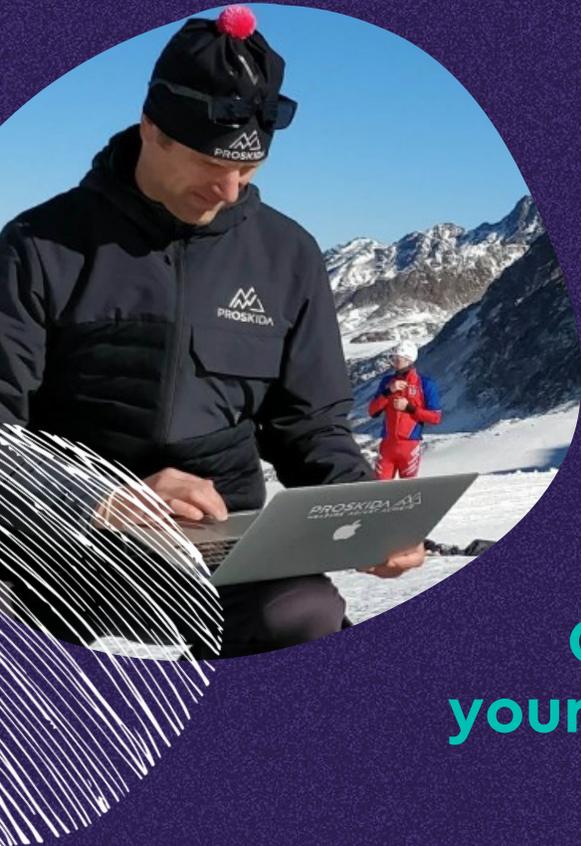
UV Disinfection

Date	Dec 1
Delivery	Classroom Online
Code	CRN 90740 CRN 90741
Fee	\$390 + GST

This one-day course is designed to provide participants with knowledge in the basic understanding, application, proper operations and maintenance of an ultraviolet disinfection reactor.

Innovation & Entrepreneurship

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

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
- Encouraging social enterprise
- Summer Biz School for university students to explore the world of entrepreneurship



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.**

Success story

"Thanks to the financial support made available through I&E, we were able to get to market much sooner than we had originally anticipated. The ongoing access I&E provides to startup funding, coaching and industry specialists is key to making our entrepreneurial dreams a reality."

Aurum Skincare BioBoreal Labs
Dawson, Yukon

Winning the 2017 Yukon Innovation Prize led Elise McCormick and Joanne Sherrard to launch their Aurum Skincare line.



Get in touch

innovation@yukonu.ca

867 668 8759

Toll free at 1 800 661 0504

YukonU.ca/innovation





PHOTO: ADOBE STOCK

First aid & safety

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

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.



Canadian Red Cross **Croix-Rouge canadienne**

Training Partner /
Partenaire de formation

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.

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/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 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.

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 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 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 Responder textbook, two weeks ahead of the class to pre-read.

Prerequisite: current Emergency Medical Responder or Advanced First Aid.

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.

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

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.

Safety training

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 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, recognised crane operator certification in 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 yukonu.ca/programs/continuing-studies
Code HLTH 004
Fee \$125

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 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.

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

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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.



Other programming

ed2go online courses
Kids and youth programming

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.

Learn what you want, when you want.

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

View all courses at ed2go.com/yukon

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

Hospitality

- Event Coordinating
- Catering

Health & fitness

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

Legal

- Paralegal
- Real Estate Law
- Employment Law

Arts & personal wellness

- Languages
- Creative Writing
- Pain Management

Technology

- Cloud Computing
- Security Certification
- Database Management
- Networking & Communications

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 at
kzrum@yukonu.ca
or 867 668 8740

Kids and youth programming

Science • Technology • Engineering • Math • Trades

YukonU's kids and youth programming inspires children and youth across Yukon in the areas of science, technology, engineering, mathematics (STEM) and trades through creative hands-on activities. Through fun, engaging and culturally-enriched activities, these programs encourage children and youth to explore their sense of wonder. Children are introduced to exciting activities that promote discovery, rewards curiosity and leaves children amazed at what they can do!

After-school STEM programs will start in September. Advanced registration is required.

Email camps@yukonu.ca or visit YukonU.ca/YMM.

A network member of actua.ca

actüa

Youth · STEM · Innovation



Programs are available for in-classroom STEM Training.

For more information regarding these please email camps@yukonu.ca or call **867 332 1247**.

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.

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 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 Ké'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



Policies & FYIs

First come, first served

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

Course cancellation

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

Registration deadline

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

Course fees

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

Withdrawing from a course

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

Withdrawal refund policy

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

How to pay

All payments for courses go to the Cashier's Office. Contact 867 456 8673 or email 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

867 668 5200

ce@yukonu.ca

YukonU.ca/CS