

Continuing Studies

September - December 2022



Learning that works.
Gain valuable new skills to work differently, in an ever-changing world.

Continuing Studies at Yukon University is where you'll find courses that enable you to explore possibilities and to develop yourself, your career, your team, your business or agency.

Our courses are led by industry leaders – local and national experts to support your continuous development. In addition to the schedule for Ayamdigut Campus in Whitehorse, many courses may be available directly through your community campus, delivered via distance or delivered directly to your worksite.

I encourage you to visit **YukonU.ca/CS** to see additional course offerings and up-to-date information and schedules.

Sincerely,
Dan Anton
Department Head
Continuing Studies

How to register

By phone

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

Quote the CRN found in the course description.

In person

**500 University Drive,
Whitehorse**

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

By fax

867 668 8899

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

Online registration is now available

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

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

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

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- Let's Talk About Race: an Introduction to Racism and Anti-racism

Front/back cover photos: Adobe Stock unless otherwise indicated.



Professional development

- Writing and communication skills
- Drone training
- Leadership and people skills
- Project management
- Accounting and financial management
- Computer skills
- Diversity, equity and inclusion
- Human resources

Professional development

Successful leadership is imperative for any and every organization to thrive. You can leverage learning and development to give your career a boost or keep teams engaged. The way we work has changed—providing ample opportunity for professional growth and development is more crucial than ever before.

We have a lineup of new one- or two-day courses. With these short courses you can expand your skills, enhance your network and get re-energized at work with new tools and skills. Register now and maximize your potential in the world of work.

Building Better Teams

NEW

Date Oct 24
Time Mon • 9am – 4:30pm
Code LEAD CE11 • CRN 90648
Fee \$249 + GST

Success in your workplace is very much influenced by how well your team operates and what kind of results it achieves. Does your team work well together? Are your team members enthusiastic and motivated to do their best? Does your team achieve its goals?

This workshop is designed for managers, team leads and team members who want to build a better team to accomplish goals and unleash the talent of individual team members. Tools and resources are provided that will help you move a team from involvement to empowerment.

Topics include:

- Building teamwork by understanding 12 characteristics of an effective team.
- Action planning and analysis tools that help a team perform better.
- Promoting trust and rapport within a team.
- Developing strategies for resolving conflict and common team issues.

Customized learning solutions

Let us do the groundwork. Continuing Studies at Yukon University will help you find and design the learning solutions you need, right here at home in the Yukon. Our experts will work with you to design and provide customized learning experiences, drawing from relevant northern content.

Whether face-to-face or online, we'll provide the training required to empower your team in achieving personal and organizational success.

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

Your vision, mission and goals matter—we can help you bring them to life. Our past and present clients include:

Yukon Government Departments of Health and Social Services, Highways and Public Works, Energy Mines and Resources; Yukon Energy Corporation; Yukon Workers' Compensation Health and Safety Board; Tr'ondëk Hwëch'in Government and Teslin Tlingit Council.

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

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

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

Writing and communication skills

Learn practical skills to strengthen your writing and communication skills, leading to improved productivity and increased confidence in your ability to deliver your message.

Making Meetings Matter!

Date Sep 28
Time Wed • 9am – 4:30pm
Code LEAD 022 • CRN 90644
Fee \$249 + GST

This workshop is for managers, project leads and others who prepare and chair meetings as part of their workplace or volunteer responsibilities.

There are reasons why some meetings are productive while others leave participants frustrated and progress compromised.

The four units in this course include:

1. Introduction/Investigating
2. Preparing for the Meeting
3. Running the Meeting
4. Meeting Follow-up

Checklists, sample agendas and other tools will equip you for making your future meetings productive, so that you can advance your work plan objectives.

Records Management for Admin Professionals

Date Dec 9
Time Fri • 9am – 4pm
Code RECM CE02 • CRN 90537
Fee \$199 + GST

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

Introduction to Facilitation

Date Nov 9
Time Wed • 9am – 4:30pm
Code FACI CE03 • CRN 90646
Fee \$249 + GST

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

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

Business Writing that Works

Date Sep 27 and 29
Time Tue/Thur • 9am – 4:30pm
Code WCOM CE03 • CRN 90643
Fee \$499 + GST

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

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

Communication Strategies

Date Nov 22 and 24
Time Tue/Thur • 9am – 4:30pm
Code PERS CE02 • CRN 90647
Fee \$499 + GST

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

Professional Minute-Taking

Date Nov 25
Time Fri • 9am – 4pm
Code MINU 001 • CRN 90535
Fee \$199 + GST

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

Writing and communication skills

Presenting with Confidence: "Prepare – Practice – Perform"

NEW

Date	Nov 30	Code	PERS CE06 • CRN 90649
Time	Mon • 9am – 4:30pm	Fee	\$249 + GST

If your work responsibilities include making presentations, this workshop is for you. Presenting is all about delivering a specific message to your audience, using effective communication and other practical techniques.

Three modules (Prepare – Practice – Perform) will provide you with a sound base of knowledge to help you improve your presentation skills. You will see "what's wrong with this picture?" short presentations, with the view of learning by observation. You will be provided with tools and resources that you can take away and use to practice your presenting skills at home or at work.

Topics include:

- Preparation essentials
- The process of communicating
- Structuring your presentation
- Presentation: body language, equipment and environment

Subscribe to our Continuing Studies newsletter

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

Email ce@yukonu.ca to sign up today.

Drone training

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

Date	Sep 19 – 23
Time	Mon – Fri • 8:30am – 4:30pm
Code	AIR CE02 • CRN 90659
Fee	\$1595 + GST

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

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

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

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

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

Leadership and people skills

Yukon University has partnered with Human Potential Consultants Inc. (HPCi) to provide online learning opportunities. Since 1989, HPCi has been transforming potential into results.

Human Potential Consultants Inc. is a values-driven organization that provides high-quality training, facilitation, consulting and coaching services worldwide.

The mission of HPCi is to better equip the whole person, team and organization to clarify and achieve your goals.

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.

Networking: Collaborating is the new Currency

NEW

Date	Oct 12 and 14	Fee	\$997 + GST	
Time	Wed/Fri		payable to HPCi	
	10am – 1:30pm			

We all need a network of competent, helpful and reliable people to:

- Help us get the work done.
- Prepare us for the future and point us in the right direction.
- Help us develop personally and professionally and provide emotional support.

These half-day virtual workshops will walk you through templates and planning worksheets to prepare you to:

- Determine where to start and how to prioritize your efforts.
- Identify gaps in your network and how to fill them.
- Develop a plan to continuously develop and maintain your network.
- Adopt an approach that works for introverts and people who hate networking.
- "Work the room" when you attend networking events.
- Break in and out of conversations, capitalize on the "business card moment" and turn contacts into members of your network.
- Use online platforms effectively.

To register for the online course contact hpci@hpci.net or email **Kathryn Zrum** at kzrum@yukonu.ca with any questions.

Successfully Managing Change

NEW

Date	Oct 25 and 27
Time	Tue/Thur 9am – 4:30pm
Code	MANG CE07 • CRN 90645
Fee	\$499 + GST

Organizational change is challenging for everyone. Taking concrete steps to understand people's hesitation, enlist the help of others and plan and deal with stressors will enable you to successfully manage change in any environment. You will gain skills, knowledge and tools that help you understand the role you play in organizational change management and help others around you successfully manage change.

Leadership and people skills

Leadership coaching skills

Discover how coaching can be applied as an influential leadership tool to create strong leaders and gain skills to build stronger relationships and develop empowered, inspired teams. This series of short coaching courses is provided by an associate certified coach (ACC) with the International Coaching Federation (ICF).

Coaching Inside your Organization



Date Oct 6
Time Thur • 1pm – 4:30pm
Code LEAD CE10
Check website

Do you want to inspire improved performance, motivation and buy-in from your team? Are you struggling to engage younger staff, those nearing retirement or a hybrid workforce? Is the old-school command-and-control management approach just not working for you or your staff?

With generational shifts in workplace culture and expectations about what a fulfilling career entails, more and more managers and leaders are turning to a coach approach to support their teams, bolster employee engagement and inspire improved performance.

This half-day workshop will introduce the coach approach, explore how it differs from other management, mentoring or consulting strategies and provide practical experience with three tools that you can use immediately in your workshop to coach, manage or mentor an employee.

Power over Procrastination



Date Oct 26
Time Wed • 1pm – 4:30pm
Code PERS CE05
Check website

Do you put off work until the last moment? Avoid returning calls, voicemails or emails? Are you embarrassed about continuing to apologize or make excuses for work that isn't complete? Do you dread a challenging assignment and put off starting it (or even reading the instructions), only to later discover it wasn't that bad after all?

The reasons we procrastinate may not be what you think. This half-day workshop explains the surprising psychology behind procrastination and offers seven specific tools you can use to overcome the first hurdle to get started and drop the guilt, shame, embarrassment or dread associated with procrastinating.

This workshop is geared toward managers, staff, students, consultants, parents ... anyone! The principles and tools can be applied to manage yourself or when delegating tasks or setting expectations for others.

Fearless Feedback



Date Nov 16
Time Wed • 1pm – 4:30pm
Code BMGM CE19
Check website

Feedback—both giving and receiving—is an unavoidable part of every job. Yet many of us find it so uncomfortable that we avoid it, soft-pedal it, reject it, get angry or defensive or shut down entirely. However, feedback is a vital part of learning, growth and continual improvement. When done well, it can create a sense of security in knowing where we stand with one another's expectations.

This half-day workshop focuses on how to give, receive, invite and influence feedback without a fight, flight, freeze or fawn response. It will provide you with tools to:

- Prepare yourself to give or receive feedback from a balanced emotional state.
- Create conditions for a constructive conversation.
- Ask for and shape feedback so that it is helpful, valuable and less threatening, while the recipient retains a sense of control.
- Give feedback in a way that is constructive, compassionate and able to be received.

The content is suitable for anyone who gives or receives feedback, whether manager, staff, parent, student or other!

Leadership and people skills

The Skillful Manager

A series of two-day seminars for both aspiring and experienced supervisors and managers.

Managing From Your Strengths

Date Oct 27 – 28
Time Thur/Fri • 9am – 4:30pm
Code BMGM CE05 • CRN 90078
Fee \$795 + GST

This is the foundational seminar of the Skillful Manager Series.

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

Motivating Your Staff

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

PRE

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

Pre-requisite: BMGM CE05 Managing from your Strengths.

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

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

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.



Project Management Essentials: Part 1

Date Oct 17 – 19
Time Mon – Wed
9am – 5pm
Code PROJ 001 • CRN 90529
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 Contract Management

Date Dec 1 – 2
Time Thur/Fri
9am – 5pm
Code PROJ CE04 • CRN 90532
Fee \$997.50 + GST



Managing project procurement and contracts are essential skills to achieve the best value for your project.

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

Project Management Essentials: Part 2

Date Oct 20 – 21
Time Thur/Fri
9am – 5pm
Code PROJ 003 • CRN 90530
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 Oct 31 – Nov 2
and Nov 17 – 18
Time 9am – 5pm
Code PROJ 002 • CRN 90531
Fee \$1997.50 + GST



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

Accounting and financial management

Managing Project Teams and Stakeholders

Date Nov 14 – 15 
Time Mon/Tue • 9am – 5pm
Code PROJ 004 • CRN 90485
Fee \$997.50 + GST

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

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

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

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.

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

Professional bookkeeping series

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

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

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

Bookkeeping Fundamentals Level I

Date Nov 3 – 24
Time Tue/Thur • 6pm – 9pm
Code ACCT 003 • CRN 90534
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.

Bookkeeping Fundamentals Level II

Date Sep 13 – Oct 4
Time Tue/Thur • 6pm – 9pm
Code ACCT 004 • CRN 90528
Fee \$449 + GST 

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

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

Accounting and financial management

Sage 50 Level 1

Code ACCT 001
Check website

PRE

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 payable 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

Code ACCT 002
Check website

PRE

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

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

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

Excel 2016 Level 1

Code EXCL 001
Check website

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

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

Excel 2016 Level 2

Date Oct 20 – Nov 3
Time Tue/Thur
6pm – 9pm

PRE

Code EXCL 002 • CRN 90533
Fee \$299 + GST

Build on 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!

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

Accounting and financial skills

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

Finance Essentials for People

Date Dec 6 – 7
Time Tue/Wed • 9am – 4:30pm
Code MANG 001 • CRN 90650
Fee \$499 + GST

Not a finance person? Numbers seem like a different language? Dread the thought of budget decisions? You can become more confident in making financial and business decisions when you understand the balance sheet, the income statement and a budget. Your leadership effectiveness will improve when you have a clear understanding of the fundamentals of finance and accounting for your workplace.

Finance Essentials for People helps you make good financial decisions, while giving you the vocabulary to discuss budgets and forecasts with your finance and accounting colleagues. You'll come out of the program understanding the principles, even if you felt clueless going in.

Accounting and financial management

Managing Personal Finance

Date	Sep 2
Time	Fri • 9am – 4pm
Code	MANG CE05 • CRN 90527
Fee	\$199 + GST

This one-day workshop will provide you with tools to reduce or eliminate debt and help you achieve financial stability. Discover the benefits of personal budgeting and how to build a budget that fits your needs and lifestyle.

You will:

- Discover how to establish financial goals
- Evaluate where financial cuts can be made
- Learn the basics about managing expenses
- Determine what tools you need to stick within your budget

Year-End Accounting and Transactional Analysis

Date	Dec 3
Time	Sat • 10am – 2pm
Code	ACCT CE12 • CRN 90536
Fee	\$199 + GST

This intensive but well-paced course, students will explore the expansion of the basic accounting equation to include revenues and expenses: how the expanded accounting equation stays in balance after every transaction, how the income statement is linked to the balance sheet through equity, and how to analyze a transaction, prepare a journal entry and determine the effects of the transaction on the financial statements.

This course is an excellent addition to the Professional Bookkeeping Series, or as a stand-alone professional development opportunity.

Computer skills

Transform your career and sharpen your skills with these in-demand courses. Become the Microsoft or computer expert in your workplace.

Can't find what you are looking for? Let us know and we can create new courses around your requests!

Introduction to Computers

NEW

Date	Sep 6 – Dec 15
Time	Tue/Thur 6:30pm – 8:30pm
Code	COMP 030 • CRN 10321
Fee	\$258* + GST

The focus of this computer course is to introduce you to computers and computer terminology, and help you get comfortable with using word processing programs, the internet and keyboarding applications.

You will have many hands-on activities to complete including posters, resumes, letters and tables. You will also have the chance to get yourself set up with an email account (if needed) and learn how to manage electronic files. We will also work with Excel and PowerPoint.

*Please note: this course will require a booklet from Campus Store (approx. \$30) plus the Yukon University Technology Fee.

Excel 2016 Level 1

Code	EXCL 001
Check website	

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

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

Excel 2016 Level 2

Date	Oct 20 – Nov 3	PRE
Time	Tue/Thur 6pm – 9pm	
Code	EXCL 002 • CRN 90533	
Fee	\$299 + GST	

Build on 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!

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

Diversity, equity and inclusion

It's hard to overstate the importance of DEI (diversity, equity and inclusion) in today's workplace. Research from McKinsey has shown that companies and executive boards with more gender, ethnic and cultural diversity outperform their less diverse peers. Diversity that is reflective of the communities that companies serve is important. However, representation is just a starting point.

Let's Talk About Race: an Introduction to Racism and Anti-racism

Date Sep 15
Time Thur • 9am – 4:30pm
Code BMGM CE20 • CRN 90651
Fee \$249 + GST

Racism and anti-racism are words we hear a lot in the news and media, but what do they really mean? Race is a complex topic that can be difficult and overwhelming to approach. This workshop provides a broad overview of the different types of racism that BIPOC (Black, Indigenous and people of colour) face daily in an engaging and accessible environment. You will gain a deeper understanding of what racism looks like and feels like in our society today, and how to become an effective race ally.

Why has my course been cancelled?

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

Human resources

Do you find personal satisfaction in helping others? Are you a natural-born problem solver? If so, this series 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.

Total Rewards

Code HRAC 003
Check website



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



Northern Institute of Social Justice

Administrative justice courses
Trauma and wellness-related courses
Crisis and Trauma Resource Institute courses

Northern Institute of Social Justice

Are you interested in short, interactive training courses about social issues in the Yukon context? Join us for training courses, short webinars and conversations about resiliency.

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

Our courses are intended for:

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

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

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

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

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

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

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



Administrative Justice for Decision Makers – Practice and Procedure

Date Oct 18, 20, 25, 27 and Nov 1
Time Tue/Thur • 9am – 12pm
Code JUST 006 • CRN 90601
Fee \$600 + GST

Delivered remotely via Zoom.
Registration deadline: Oct 12

Have you been appointed to a quasi-judicial board or tribunal? This course, developed by the BC Council of Administrative Tribunals, is intended for people appointed to boards or tribunals. Instructor Bruce Willis brings information from Yukon's context into the course through handouts and discussion.

The course is designed to help provide you with an understanding of your role and responsibilities as a board or tribunal member. It consists of four modules:

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

Administrative Justice – Advanced Decision Writing

Date Nov 8, 10, 15, 17
Time Tue/Thur • 9am – 12pm
Code JUST 004 • CRN 90602
Fee \$450 + GST

PRE

Delivered remotely via Zoom.
Registration deadline: Nov 1

Have you been appointed to a quasi-judicial board or tribunal? Will you be writing board or tribunal decisions? This course, developed by the BC Council of Administrative Tribunals, is intended for people appointed to boards or tribunals. Instructor Bruce Willis brings information from Yukon's context into the course through handouts and discussion.

This course is designed to help you:

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

Prerequisite: Practice and Procedures for Decision Makers.

Northern Institute of Social Justice

Understanding Legislation

Date Nov 22 and 24
Time Tue/Thur • 9am – 12pm
Code JUST 019 • CRN 90603
Fee \$175 + GST



Instructor: Bruce Willis
Delivered remotely via Zoom.
Registration deadline: Nov 15

This course is intended for non-lawyers who are new to working with legislation and regulations, or who want to expand their understanding of these tools. No previous coursework in law is required to take this course.

In this introductory course, you will learn about:

- Sources of law.
- Researching the law in relation to reading and understanding statutes.
- How to interpret actual statutes and prepare draft rules or policies.

The seven course modules include:

1. Sources of Law and Statutes
2. Legal Research for Legislation and Regulations
3. Legislation Development, Elements and Review
4. Roles and Rules
5. Terms, Meanings, Conventions and Applications
6. Specific Rules
7. Class Practice, Review and Discussion

Working with Trauma

Date Oct 13 – 14
Time Thur/Fri • 9am – 12pm
Code JUST CE70 • CRN 90582
Fee \$250 + GST



Instructors: Liza Manolis and Brenda Jenner
Delivered remotely via Zoom.
Registration deadline: Oct 6

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.

Yukon First Nations (YFN) 101

Date Oct 6
Time Thur • 8:30am – 4pm
Code YFN 001 • CRN 90060
Fee \$325 + GST

Instructors: Yukon First Nations Initiatives Dept., Yukon University
Delivered in-person: Yukon University, Ayamdigut Campus, Rm C1530
Registration deadline: Sep 30

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

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

Applied Suicide Intervention Skills Training (ASIST)

Date Oct 19 – 20
Time Wed/Thur • 8:30am – 4pm
Code ASIS 002 • CRN 90583
Fee \$200 + GST

Instructors: Erin Legault, M.Ed, C.C.C. and Megan Grudeski, MACP
Delivered in-person: Yukon University, Ayamdigut Campus, Rm T1030
Registration deadline: Oct 12

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

Motivational Interviewing – Strategies for Supporting Change

Date Nov 23
Time Wed • 8:30am – 4pm
Code JUST CE118 • CRN 90635
Fee \$279+ GST ***Early Bird rate registration
3+ weeks in advance \$249 + GST

Instructors: Crisis and Trauma Resource Institute
Delivered in-person: Yukon University, Ayamdigut Campus, Rm C1530
Registration deadline: Nov 9

It is common for people to struggle and experience ambivalence when considering making a change or when others may be expecting them to make one. When those working in helping roles encounter this ambivalence in their clients, it is often interpreted as resistance and they may feel unable to respond in an effective way. By exploring the framework and strategies of Motivational Interviewing, this workshop will provide new ways to facilitate the change process in clients.

De-escalating Potentially Violent Situations

Date Nov 4
Time Fri • 8:30am – 4:30pm
Code JUST CE75 • CRN 90634
Fee \$279+ GST ***Early Bird rate registration
3+ weeks in advance \$249 + GST

Instructors: Crisis and Trauma Resource Institute
Delivered in-person: Yukon University, Ayamdigut Campus, Rm C1530
Registration deadline: Oct 21

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.

Responding with Resilience

Date Sep 22	Dec 6
Time Thur • 10am – 11:30am	Tue • 10am – 11:30am
Code JUST CE114 • CRN 90580	JUST CE114 • CRN 90586
Fee FREE	FREE

Instructors: Erin Legault, M.Ed, C.C.C. and Megan Grudeski, MACP
Delivered remotely via Zoom.
Registration deadline: Sep 15 and Nov 29

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

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

Loss and Grief in the Workplace

Date Nov 16
Time Wed • 8:30am – 12pm
Code JUST CE105 • CRN 90598
Fee \$100 + GST

Instructors: Hospice Yukon
Delivered in-person: Association Franco-Yukonnaise
Registration deadline: Nov 9

Every workplace will inevitably experience loss. When that happens—whether it is the death of a co-worker, loss of a family member, chronic illness or other losses—the impact can ripple throughout the workplace affecting morale, motivation and ultimately productivity.

Loss and Grief in the Workplace, developed by Hospice Yukon, offers tools to help prepare for loss and grief in your work environment, as well as insight and knowledge about:

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

The webinar is intended for managers, supervisors, educators, human resource professionals, school principals and anyone in a leadership role in their workplace.

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

Date Nov 10
Time Thur • 10am – 11:30am
Code JUST CE112 • CRN 90585
Fee FREE



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

Delivered remotely via Zoom.

Registration deadline: Nov 3

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

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

Coping During Crisis

Date Nov 9
Time Wed • 9am – 10am
Code JUST CE103 • CRN 90584
Fee FREE



Instructors: Liza Manolis and Brenda Jenner

Delivered remotely via Zoom.

Registration deadline: Nov 2

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

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

Sit in my Puddle: The art of Empathy and Holding Space

Date Oct 4
Time Thur • 10am – 11:30am
Code JUST CE111 • CRN 90581
Fee FREE



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

Delivered remotely via Zoom.

Registration deadline: Sep 27

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

In this workshop, you will:

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

Registration options:

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

Withdrawal policy:

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

First Nations Governance-Building Workshops

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

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

Workshops include:

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

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

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

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

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



PHOTO: GBP CREATIVE

Industry training

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

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.

Water Treatment Level 1 and 2

NEW

Date	Go at your own pace
Delivery	online
Code	WO 031A • CRN 90616
Fee	\$750 + GST



This 27-hour course is designed to prepare you to write your Environmental Operators Certification Program (EOCP) exam for Water Treatment Level 1 or 2. You will go at your own pace through online modules and you will have access to an instructor to answer any questions you may have.

This course includes seven modules, each on a different topic related to water treatment. Each module contains a lesson with short texts, images, videos and interactive activities. In each module you'll also find a practice quiz with multiple choice questions similar to those you will see in the final course exam and on the Level 1 and Level 2 Water Treatment exams. Once you've completed all seven modules you will complete the final exam.

Depending on how much time you allocate each day, it is possible to complete this course in a week. Alternatively, you could spread your study over two to four weeks.

Basic Small Water Systems Operation

Date	Oct 3 – 7 • Mon – Fri
Delivery	classroom online
Code	WO 001 • CRN 90617 WO 001 • CRN 90618
Fee	\$1,245 + GST \$1,245 + GST



This 4.5-day course is designed to prepare you to write the Environmental Operators Certification Program (EOCP) exam for Small Water Systems (required by the Yukon Government Drinking Water Regulation).

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

Math Review for Small Water Systems and Bulk Water Delivery

Date	Sept 22 – 23 • Thur – Fri
Delivery	online
Code	WO 026 • CRN 90614
Fee	\$710 + GST



This two-day course is designed to increase proficiency with the math components involved in small water systems operation and bulk water delivery.

The course will review the metric system, math basics (using a calculator, estimating, solving equations, scientific notation, order of operations), unit conversions, length, area, volume, flow rates, pressure, force, head, chlorine dosages, pumping rates and detention time.

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

Bulk Water Delivery

Date	Nov 1 – 4 • Tue – Fri
Delivery	classroom online
Code	WO 010 • CRN 90620 WO 010 • CRN 90621
Fee	\$1,000 + GST \$1,000 + GST

This 3.5-day course is designed to prepare you to write the Environmental Operators Certification Program (EOCP) exam for Bulk Water Delivery (required by the Yukon Government Drinking Water Regulation).

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

Yukon Water and Wastewater Operator Program

Reservoir Maintenance and Cleaning

Date	Oct 13 • Thur
Delivery	online
Code	WO 041 • CRN 90619
Fee	\$390 + GST



This one-day course is designed to provide an understanding of the requirements, methods and best practices for reservoir maintenance and cleaning.

After completing this course you will be able to:

- Understand distribution system storage, maintenance, inspection and cleaning methods.
- Recognize safety concerns when operating or maintaining a reservoir, including confined space entry.
- Develop a chlorination plan for a reservoir.

This course is especially recommended for water operators and administrators who are responsible for the operation and maintenance of reservoirs, tanks or other distribution system storage facilities, and is relevant to health professionals, supervisors, technicians and homeowners involved and/or interested in water quality.

Arsenic and Uranium Removal

Date	Nov 14 • Mon
Delivery	classroom
Code	WO 047 • CRN 90622
Fee	\$390 + GST

This one-day course is designed to increase knowledge in methods of removing arsenic and uranium as well as their application, proper operations and maintenance requirements.

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

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

Iron and Manganese Removal

Date	Nov 16 • Wed
Delivery	classroom
Code	WO 004 • CRN 90624
Fee	\$390 + GST

This one-day course provides an opportunity to learn a variety of techniques for iron and manganese removal from drinking water.

You will learn details about a variety of technologies and their limitations. In addition, advantages and disadvantages of iron and manganese sequestration and in situ removal will be covered. You will receive hands-on training in analyses of iron and manganese in the laboratory.

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

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

Date	Nov 15 • Tue	
Delivery	classroom	online
Code	WO CE76 • CRN 90628	WO CE76 • CRN 90629
Fee	\$390 + GST	\$390 + GST

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

Operators of water treatment facilities are responsible for ensuring the supply of safe drinking water at all times. Daily duties such as performance monitoring, minimum maintenance and troubleshooting do not leave much room for additional planning of non-routine activities. Relevant tools that support operators are therefore critical.

This course is especially recommended for water and wastewater operators. This course is also relevant to any health professional, supervisor, technician or homeowner involved with or interested in water and wastewater.

Yukon Water and Wastewater Operator Program

Cross Connection Control Awareness

Date	Nov 29 • Tue
Delivery	online
Code	WO 016 • CRN 90625
Fee	\$390 + GST



This one-day course is intended to provide an overview of cross connection control.

The main objective of the course is to provide knowledge and awareness to operators regarding cross connections, legalities, hazard classifications and methods of preventing backflow conditions pertaining to the protection of drinking water supplies.

The information in this course is not intended to be used as a sole source of information for a cross connection control program.

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

Managing for Climate Change Impacts on Water and Wastewater Systems

Date	Nov 30 • Wed
Delivery	classroom
Code	WO CE72 • CRN 90626
Fee	\$390 + GST

online
WO CE72 • CRN 90627
\$390 + GST



This one-day course provides an overview of climate change and its impacts that specifically threaten water and wastewater infrastructure. The course will support you in identifying the vulnerabilities you are facing and present proactive tools and solutions. This course features an expert guest speaker, case studies and group activities.

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

Wellhead Protection Planning

Date	Dec 1 • Thur
Delivery	classroom
Code	WO 037 • CRN 90623
Fee	\$390 + GST



This one-day course provides knowledge in wellhead protection planning, including the purpose of wellhead protection, review of basic hydrogeology, well and wellhead construction and protection, groundwater source protection, and developing a wellhead protection plan.

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

Centre for Northern Innovation in Mining

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

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

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

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

First aid and safety

Canadian Red Cross first aid
Wilderness and remote first aid
Emergency medical responder
Energy Safety Canada: H2S Alive

Crane operator

FOODSAFE

WHMIS

Transportation of dangerous goods

Fall protection

Confined space entry

Air brake endorsement

Canadian Red Cross first aid

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

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



Canadian Red Cross
Croix-Rouge canadienne

Training Partner /
Partenaire de formation

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

Blended Standard First Aid/CPR-C

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

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

CPR-C AED Recertification

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

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

Prerequisite: current CPR-C AED certification.

Standard First Aid/CPR-C

Duration 14 hours
Code FA 003
Fee \$199

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

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 the Yukon, learn to apply Standard First Aid/CPR-C skills in remote environments. Understand the perspective of applying these skills in a rural setting versus an urban environment. Focus on shifting your understanding of the environment, decision making and limited resources. Remote First Aid also offers strategies for providing extended care for up to 24 hours. Suitable for those who work, live and adventure in remote locations.

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

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

Remote First Aid/CPR-C Recertification

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

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

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

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

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

Wilderness First Aid/CPR-C

Duration 40 hours
Code WFA 011
Fee \$499

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

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

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

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 40-hour 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.



Remote location?

Yes, we travel!

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

Contact Continuing Studies:

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

Emergency Medical Responder – Advanced First Aid

Duration 80 hours
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 attendants and emergency medical services personnel. Meets the Paramedic Association of Canada National Occupational Competency Profile for the practitioner level of EMR. You will need to pick up *your Emergency Care for Professional Responders* textbook two weeks ahead of the class to pre-read.

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

Emergency Medical Responder Recertification

Duration 40 hours
Code EMR 002
Fee \$649



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

Prerequisite: current Emergency Medical Responder or Advanced First Aid.

Energy Safety Canada: H2S Alive

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

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

Crane Operator

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

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

Steel-toed boots required.

FOODSAFE Level 1

Duration 8 hours
Code HLTH 004
Fee \$125

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

Workplace Hazardous Materials Information System (WHMIS)

Duration 3.5 hours
Delivery classroom | online 
Fee \$95 + GST | \$39 + GST
Code WHMS 001

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

Safety training

Transportation of Dangerous Goods (TDG)

Duration	3.5 hours	
Delivery	classroom online	
Fee	\$95 + GST \$39 + GST	
Code	TDG 001	

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

Confined Space Entry

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

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

Prerequisite: current Fall Protection certification.

For schedule of classes visit YukonU.ca/industrial-safety

Fall Protection

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

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

Air Brake Endorsement

Duration	24 hours
Fee	AB 001
Code	\$495 + GST

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

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

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

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



Other programming

ed2go online courses
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.



Sample courses

Business skills

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

College readiness

- Math
- Science

Design & composition

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

Health & fitness

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

Hospitality

- Event Coordinating
- Catering

Legal

- Paralegal
- Real Estate Law
- Employment Law

Arts & personal wellness

- Languages
- Creative Writing
- Pain Management

Technology

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

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

- Instructor-led courses
- Six-week format
- Sessions start monthly
- Interactive environment
- Courses start at \$169 + GST

View all courses at ed2go.com/yukon

Youth Moving Mountains (YMM)

Youth programming

Science • Technology • Engineering • Math • Trades

YMM is excited to offer winter programming that engages children and youth aged 6–18 in science, technology, engineering, math (STEM) and trades. Our programming immerses participants in activities to engage their creative, innovative and collaborative side. Our STEM and trades curriculum integrates local examples whenever possible, keeping concepts relevant and exciting. Through collaboration with local Elders and knowledge keepers, our STEM programs meaningfully incorporate Yukon First Nations ways of knowing and doing.

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

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

A network member of **actua**

Upcoming programming

Fall After-school Clubs: From October 3 to December 9, 2022, YMM will run weekly after-school STEM and trades-themed clubs from 3:30 – 5:30pm. Specific club times and registration will be posted in September 2022. Advanced registration is required.

Winter After-school Clubs: From mid-January to end of April, YMM will run weekly STEM and trades-themed after-school clubs.

Spring Break Camps: YMM will host spring break camps from March 13 – 24, 2023. Information on these camps will be posted late January 2023.



Youth programming



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

Call out for STEM and trades facilitators: We will be hiring a new cohort of after-school facilitators in September 2022. This job will be posted late August; if you are university aged and are interested in STEM, trades or education we encourage you to apply. Contact us at camps@yukonu.ca if you have any questions.

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

Programs are available for in-classroom STEM training.

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

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

YukonU community campuses

Access a broad range of learning opportunities from the Yukon University campus in your community—from career and job readiness programs, part-time continuing studies courses, to access pathways for university programs and much more.

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

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

Workplace safety

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

Governance and management training

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

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

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

Outdoor technical skills training for recreation

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

Home-based entrepreneurship

- Sewing Skills Development
- Woodcutter Operations

The fine print

First come, first served

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

Course cancellation

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

Registration deadline

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

Course fees

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

Withdrawing from a course

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

Withdrawal refund policy

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

How to register

By phone

867 668 8710 ext. 2 or **1 800 661 0504** (toll free). Quote the CRN found in the course description.

In-person

500 University Drive, Whitehorse

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

By fax

867 668 8899

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

How to pay

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

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

