Sixty years strong and growing.

Through 2023-24, YukonU celebrates 60 years of education and training.

Each year a tree gains a ring and grows bigger and stronger. Its branches and roots flourish and grow, extending its reach. With each passing year, our students, partnerships and communities strengthen our commitments and help us reach for possibility. Much like a tree, YukonU continues to grow and thrive.

Continuing Studies
YukonU.ca/CS

September – December 2023

New world. New skills.
Live, learn and work in changing times.
Welcome to the Fall 2023 Continuing Studies course guide!

Through our network of community campuses, institutes and centres, courses and certifications, YukonU can help advance your career objectives. The skills and knowledge you need to work in today’s rapidly evolving environment may need a refresh or re-tool as we forge past our pandemic experiences. Whether it is professional development in your profession or industry, certificates and competencies required for your job, or interactive training courses in social issues in the Yukon context, use this guide to see what we’ve put together for you or your team’s learning needs. We encourage you to connect with your local campus to express your interest in a local delivery and to visit YukonU.ca/CS for the most up-to-date course information as we may have added more course topics or made schedule changes.

Many of these courses are available to be customized for, or delivered to your group or company directly—we encourage you to reach out to the campus in your community or contact the department as identified in each thematic area.

You have goals. Let our courses and programs get you there.

Sincerely,
Dan Anton
Executive Director
Continuing Studies
Centre for Northern Innovation in Mining

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 email
connect@yukonu.ca or call 867 456 6996.
If you are in the communities contact your community campus.

Online
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, 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.
What's inside

3  Professional development
  Essential skills for professionals
  Project management
  Conflict resolution
  Accounting and financial management
  Human resources
  Industry specific training

10  Northern Institute of Social Justice

15  Innovation and Entrepreneurship

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  Canadian Red Cross First aid
  Wilderness and Remote First aid
  Emergency Medical Responder
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  FOODSAFE
  WHMIS
  Transportation of Dangerous Goods
  Fall Protection
  Confined Space Entry
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What's new

Essential skills for professionals
  •  Emotional Intelligence

Project management
  •  Project Communications and Stakeholder Management

Conflict resolution

Northern Institute for Social Justice
  •  Understanding Intimate Partner Violence
  •  Steady in the Storm
  •  Frontline Skills for Social Services
professional development

Essential skills for professionals
Project management
Conflict resolution
Accounting and financial management
Human resources
Industry specific training
**Essential skills for professionals**

It's a new and changing world—with it comes the necessity for new skill sets to build your capacity and align your skills with what employers are seeking.

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### Introduction to Facilitation

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<th>Date</th>
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<th>Sep 28</th>
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Expand your professional skill set with this introductory workshop, designed to build and hone your facilitation skills. Explore and define the role of a facilitator while practicing your facilitation skills using the PDF approach (prepare, deliver, follow up).

Whether in a small group setting or a large gathering, fundamental facilitation concepts apply. Demonstrated through stories, templates and tools, you will be able to employ these fundamental concepts immediately in your professional practice.

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### Emotional Intelligence

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Emotional Intelligence is the capacity to be aware of, control and express one's emotions, as well as to handle interpersonal relationships judiciously and empathetically. It's a pivotal factor in personal and professional success.

Explore how emotional health and physical health are related, techniques for using emotional intelligence in the workplace, how to understand different emotions and manage them, how to create your own vision statement and how to validate emotions in others.

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### Professional Minute-Taking

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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.

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### Making Meetings Matter

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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.
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.

**Event Planning Fundamentals**

**Date**
Nov 21

**Time**
Wed • 9am - 4:30pm

**Code**
PLAN CE06 • CRN 90502

**Fee**
$249 + GST

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

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

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

**Essential Administrative Assistant**

**Date**
Dec 1

**Time**
Fri • 9am - 4pm

**Code**
ADMN 008 • CRN 90495

**Fee**
$249 + GST

Administrative assistants are a key part of most office environments. They work quietly in the background, ensuring that the business runs smoothly and efficiently. This workshop will give new administrative assistants tools that will make them that person the office can’t live without. Experienced administrative assistants will learn new tools that will make them more efficient and valuable than ever.

Success in the workplace is influenced by how well a team operates and the kind of results it achieves. Does your team work well together? Are team members enthusiastic and motivated? Does your team achieve its goals?

This workshop is designed for managers, team leads and team members who want to build better teams. Discover how to move teams from involvement to empowerment in order to accomplish goals and unleash the talent of individual team members.

**Explore:**
- 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.
Essential skills for professionals

The ABCs of Supervising Others

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<th>Date</th>
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Dealing with challenges that a new supervisor encounters isn’t always easy but it doesn’t have to lead to discouragement.

This two-day workshop is for new supervisors or those aspiring to a supervisory position, as well as those who are team leads or supervisors without a great deal of authority. The course is designed to help overcome and address challenging situations encountered as a workplace leader.

Successfully Managing Change

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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.

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

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<tr>
<th>Date</th>
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<tr>
<td>Time</td>
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Gain a comprehensive overview of project management techniques so that you can effectively plan, manage and control projects based on the standards of the Project Management Institute (PMI).

Project Management Essentials: Part 2

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

Project Communications and Stakeholder Management

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Develop the skills needed to create, monitor and manage project communication plans. Stakeholder management and engagement strategies will be identified and explored, including techniques for identifying project stakeholders, creating a stakeholder engagement matrix and plan, and managing stakeholder engagement towards meeting project objectives.
**Project Procurement and Contracts Management**

**Date**  
Oct 25 - 27 and Nov 2 and 3

**Time**  
Wed/Thur/Fri 9am - 5pm

**Code**  
PROJ CE04 • CRN 90491

**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).

**Conflict Resolution**

**NEW**

**Date**  
Nov 23 and 24

**Time**  
Thur/Fri 9am - 4:30pm

**Code**  
CR CE02 • CRN 90493

**Fee**  
$495 + GST

Many people perceive conflict as a negative experience rather than a necessary part of personal growth and development.

This two-day workshop will provide you with tools to resolve conflict successfully and achieve win-win outcomes by exploring:

- What conflict is and how it can escalate.
- Types of conflict and the stages of conflict.
- The five most common conflict resolution styles and when to use them.
- Increasing positive information flow through non-verbal and verbal communication skills.
- Effective techniques for intervention strategies.
- Managing conflicts to enhance productivity and performance.

**MS Project for Managing Projects**

**Date**  
Dec 7 and 8

**Time**  
Thur/Fri 9am - 5pm

**Code**  
PROJ 006 • CRN 90496

**Fee**  
$997.50 + GST

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

**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.

**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.

<table>
<thead>
<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>ACCT 003</td>
<td>Bookkeeping Fundamentals 1</td>
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<tr>
<td>ACCT 004</td>
<td>Bookkeeping Fundamentals 2</td>
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<tr>
<td>ACCT 001</td>
<td>Sage 50 Level 1 (Simply Accounting)</td>
</tr>
<tr>
<td>ACCT 002</td>
<td>Sage 50 Level 2 (Simply Accounting)</td>
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<tr>
<td>EXCL 001</td>
<td>Excel Level 1</td>
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<td>EXCL 002</td>
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Check website for upcoming dates.

**Records Management for Admin Professionals**

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This course focuses on demonstrating the value of records management and its necessity to running an effective business. Major topics will include the most common filing systems: alphabetic, geographic, numeric, alphanumeric and subject. Students will use Association of Records Managers and Administrators (ARMA) rules to index, prepare cross-references, and locate charge out, and follow up on requested records.

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

Human Resource Planning: Recruitment, Selection and Retention

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<tr>
<td>Oct 10</td>
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<td>HRAC 004 • CRN 90065</td>
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<td>Oct 12</td>
<td>Thur 1 - 4:30pm</td>
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Human resources planning activities are necessary to meet the needs of changing organizations. Explore recruitment, selection and retention strategies, and best practices for today’s workforce. We will examine the impact of the external environment on staffing, strategic importance of staffing and alignment, current issues in staffing, decision making, the importance of key performance indicators (KPIs), succession planning, as well as the interdependence of staffing with other human resources management functions.

Drone training

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

check website

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.

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!
Northern Institute of Social Justice
Northern Institute of Social Justice

Are you interested in short, interactive training courses about social issues in the Yukon context? Join us for training courses and short webinars on a wide range of topics.

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

- Employees working with clients, colleagues and communities in responding to social issues.
- Anyone interested in 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.

**Coping During Crisis**

**Date:** Sep 14

**Time:** Thur • 9am – 10am

**Code:** JUST CE103 • CRN 90523

**Fee:** FREE

**Instructors:** Liza Manolis and Brenda Jenner

**Live streamed via Zoom.**

**Registration deadline:** Sep 7

Coping requires you 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.

**Mental Health First Aid Canada for Northern Peoples**

**Date:** Oct 16 – 18

**Time:** Mon/Tue/Wed • 8:30am – 4:30pm

**Code:** JUST 034 • CRN 90471

**Fee:** $260 + GST

**Instructors:** Joanne Green and Laura Anderson

**Delivered in-person:** Yukon University, Ayamdigut Campus, Rm C1530

**Registration deadline:** Oct 9

The Mental Health First Aid Canada for Northern Peoples course is guided by a number of important principles including respect, cooperation, community, harmony, generosity and resourcefulness. This northern version of the basic course integrates material that reflects the experiences of Indigenous people—First Nation, Inuit and Métis—as these peoples make up a large segment of the northern population. In addition, this course addresses the importance of wholism and balance. The whole person—mental, physical, social, emotional and spiritual—must be considered when providing mental health first aid.
Northern Institute of Social Justice

Understanding Intimate Partner Violence

NEW

Date: Oct 5
Time: Thur • 10am - 12pm
Code: JUST CE124 • CRN 90470
Fee: FREE

Instructor: Pamela Cross
Delivered remotely via Zoom.
Registration deadline: Sep 28

This webinar is intended for frontline workers who encounter clients dealing with intimate partner violence (IPV), and members of the general public who may be neighbours, friends or family members of people subjected to IPV. This webinar will explore the basics of IPV.

Topics covered will include:

- The importance of understanding the gendered realities of IPV.
- The dynamics of IPV.
- Typologies and tactics.
- What makes some women more vulnerable than others.
- Coercive control.
- Cycle of abuse.
- Why women stay and return.
- Post-separation abuse.
- Tech abuse.
- How to recognize and respond to IPV.

This interactive webinar will use an intersectional feminist analysis/framework, recognizing that men, trans and non-binary folks can be victims of IPV, the victims of the most serious forms of coercive controlling and physical violence—including lethal violence—are people who identify as women.

Introduction to Mindful Self-Compassion

Date: Oct 24 – Nov 28
Time: Tue • 1:30 - 3pm
Code: JUST CE79 • CRN 90515
Fee: $200 + GST

Instructor: Marcia Burton
Delivered remotely via Zoom.
Registration deadline: Oct 17

Developed by the Center for Mindful Self-Compassion, this course is designed for those who would like a “taste” of mindful self-compassion, or those who are short on time and would otherwise find it difficult to take the full training course in Mindful Self-Compassion.

You can expect to build and enhance skills to:

- Offer compassion to self and others.
- Approach difficult emotions with more clarity and ease.
- Discover and reconnect with values that are important to us.
- Motivate yourself with compassion.
- Cope with burn-out.

The sessions will include talks, practices and sharing. The instructor is available between sessions for additional support if needed.

This 9-hour course is live-streamed over six sessions, at 1.5 hrs per session.

Applied Suicide Intervention Skills Training (ASIST)

Date: Nov 8 and 9
Time: Wed/Thur • 8:30am - 4pm
Code: ASIS 002 • CRN 90488
Fee: $225 + GST

Instructors: Erin Legault, M.Ed, C.C.C. and Megan Grudeski, MACP
Delivered in-person: Yukon University, Ayamdigut Campus, Rm C1530
Registration deadline: Nov 1

This two-day workshop provides caregivers and others with practical information on how to prevent the immediate risk of suicide by applying a suicide intervention model. The model, developed by LivingWorks, is continually updated to reflect new knowledge. ASIST has been delivered for over 35 years. This interactive course includes teaching, video presentations and skill practice.
# Intimate Partner Violence and Family Law - Part 1

**Date**: Nov 2  
**Time**: Thur • 10 - 12pm  
**Code**: JUST CE125 • CRN 90492  
**Fee**: FREE

**Instructor**: Pamela Cross  
**Delivered remotely via Zoom.**  
**Registration deadline: Oct 26**

This webinar is intended for frontline workers who encounter clients involved with family law and court after leaving a relationship in which they were subjected to intimate partner violence (IPV), and neighbours, friends and family members of people in this situation. This webinar provides an overview of family law and key family law issues in cases involving IPV.

**Topics covered will include:**
- Common family law issues that arise in IPV situations.
- Federal and territorial family laws.
- Impact of post-separation abuse/legal bullying on the survivor and her children.
- Challenges in family court for women fleeing abuse.
- Legal responses to parenting, financial and property issues under both federal and territorial legislation.

This interactive webinar will use an intersectional feminist analysis/framework, recognizing that while men, trans and non-binary folx can be victims of IPV, the victims of the most serious forms of coercive controlling and physical abuse—including lethal violence—are people who identify as women.

This webinar is the second in a four-part series on IPV. It is not necessary to have attended the first webinar to register for this one.

---

# Intimate Partner Violence and Family Law - Part 2

**Date**: Nov 9  
**Time**: Thur • 10 - 12pm  
**Code**: JUST CE130 • CRN 90567  
**Fee**: FREE

**Instructor**: Pamela Cross  
**Delivered remotely via Zoom.**  
**Registration deadline: Nov 2**

This webinar builds on the learnings from Intimate Family Violence and Family Law Part 1, which is a prerequisite for registration in Part 2. It is intended for those who wish to deepen their understanding of the realities of family law for survivors of IPV.

**Topics covered will include:**
- How to find and present strong evidence of IPV
- Managing parenting with an abusive ex-partner: child abduction, moving with children, safe communication, dealing with non-compliance
- Safety planning for the court process and after
- Pros and cons of litigation and alternate dispute resolution
- Role of lawyers and advocates

This interactive webinar will use an intersectional feminist analysis/framework, recognizing that while men, trans and non-binary folx can be victims of IPV, the victims of the most serious forms of coercive controlling and physical abuse—including lethal violence—are people who identify as women.

This webinar is the second in a four-part series on IPV. It is not necessary to have attended the first webinar to register for this one. However, IPV and Family Law Part 1 is a pre-requisite for IPV and Family Law Part 2.

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# Loss in the Workplace

**Date**: Nov 3  
**Time**: Fri • 8:30am - 12pm  
**Code**: JUST CE105 • CRN 90522  
**Fee**: $125 + GST

**Instructor**: Hospice Yukon  
**Delivered in-person**: L’AFY, 302 Strickland  
**Registration deadline: Oct 27**

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

Loss in the Workplace, developed by Hospice Yukon, offers tools to help prepare for loss and grief in your work environment, as well as insight and knowledge about:
- The nature of 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.
Steady in the Storm: Building Resilience for Changing Times

**NEW**

**Date**: Nov 14 and 15  
**Time**: Tues/Wed • 9am - 4pm and 9am - 12pm  
**Code**: JUST CE123 • CRN 90472  
**Fee**: $75 + GST

**Instructor**: Florian Boulais and Katrine Frese  
**Delivered in-person**: Yukon University, Ayamdigut Campus, Rm C1530  
**Registration deadline**: Nov 7

This workshop is focused on learning to empower yourself and others to cope with the personal, relational, professional and societal challenges that come with uncertain times. You will be part of an intensive process of discovering how you can tune your inner compass to point towards ever-expanding resiliency.

This workshop will introduced you to the theory and practice of resiliency, including topics like:

- Historical and philosophical approaches to resiliency.
- Personal ecology and maintaining well-being at all times.
- Personal mastery as a path to resilience.
- Building effective relationships, partnerships, teams.
- Emotional intelligence and fundamentals of positive psychology.
- The role of effective communication and teamwork in promoting resiliency.
- Transformational change.

Along the way, you will be building your resiliency toolbox and learning how your attitude may help you unlock your full potential and affect change more easily, while enjoying a more balanced life. The instructors will introduce you to knowledge and skills, based on a blend of western science and Traditional Knowledge from cultures around the world that are directly relevant to cross-cultural workplaces.

The instructors will use a range of tools and techniques for various cognitive learning styles, including presentations, storytelling, conversation, art and music. Join us in creating a fun, comfortable and empowering learning environment where everyone’s skills and abilities are valued.

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

**Date**: Nov 16  
**Time**: Thur • 10 - 11:30am  
**Code**: JUST CE111 • CRN 90487  
**Fee**: FREE

**Instructors**: Erin Legault, M.Ed, C.C.C. and Megan Grudeski, MACP  
**Delivered remotely via Zoom.**  
**Registration deadline**: Nov 9

This introductory-level workshop introduces you 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.

Responding with Resilience

**Date**: Nov 30  
**Time**: Thur • 10am - 11:30am  
**Code**: JUST CE114 • CRN 90486  
**Fee**: FREE

**Instructors**: Erin Legault, M.Ed, C.C.C. and Megan Grudeski, MACP  
**Delivered remotely via Zoom.**  
**Registration deadline**: Nov 23

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, you will 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. You will explore various means of tackling these conflicts and challenges with “from-inside” resiliency, which is already there, but you may need to dig a bit deeper to discover it.
## De-escalating Potentially Violent Situations

<table>
<thead>
<tr>
<th>Date</th>
<th>Oct 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time</td>
<td>Wed • 9am - 4:30pm</td>
</tr>
<tr>
<td>Code</td>
<td>JUST CE75 • CRN 90551</td>
</tr>
<tr>
<td>Fee</td>
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**Instructor:** Nataschaa Chatterton  
**Delivered in-person:** Yukon University, Ayamdigut Campus, Rm C1530  
**Registration deadline:** Sep 20

This workshop is designed to teach you to de-escalate potentially violent situations through assertiveness and interpersonal communication. The training will explore how anger and violence interplay, including opportunities for self-assessment of personal communication styles. You 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.

At the end of this workshop, you should be able to:
- Understand the role of anger in violent incidents.
- Identify their own styles of interaction.
- Describe a framework for defusing potentially violent situations.
- Identify potential risk factors.
- Apply the principles learned to their own environment.

## Motivational Interviewing

<table>
<thead>
<tr>
<th>Date</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Time</td>
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<tr>
<td>Code</td>
<td>JUST CE118 • CRN 90552</td>
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**Instructor:** Kaelin Sheaden  
**Delivered in-person:** Yukon University, Ayamdigut Campus, Rm C1530  
**Registration deadline:** Nov 24

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 the people you work with. Motivational Interviewing is a method for helping people find their internal motivation for finding solutions to their problems. You will learn strategies that start from a place of empathy and draw on your client's personal motivation to create their own goals for change.

At the end of this workshop, you should be able to:
- Describe the principles of Motivational Interviewing.
- Recognize ambivalence and resistance.
- Identify change talk in clients.
- Identify strategies that support a client’s own motivation.

## Frontline Skills for Social Services

<table>
<thead>
<tr>
<th>Date</th>
<th>Oct 23</th>
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</thead>
<tbody>
<tr>
<td>Time</td>
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</tr>
<tr>
<td>Code</td>
<td>JUST CE129 • CRN 90554</td>
</tr>
<tr>
<td>Fee</td>
<td>$299 + GST and $269 early bird registration</td>
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</tbody>
</table>

**Instructor:** Ofelia Tatu  
**Delivered in-person:** Yukon University, Ayamdigut Campus, Rm C1530  
**Registration deadline:** Oct 9

Whether you are working as a general helper, counselor or administrator, there are key areas that are essential to providing helpful, collaborative and ethical services. This workshop provides the fundamental understanding and skills required for working with people in a helping capacity. You will learn core skills in the areas of communication, listening, service coordination, ethics, diversity and promoting helper resilience. These insights will help to reduce employee burnout and turnover while also improving service delivery. This introductory-level workshop is intended for people in a wide variety of helping roles, including social service and health care workers, social workers, support workers and school personnel. The workshop components include video, case study exercises, experiential practice, personal reflection and small group discussions.

At the end of this workshop, you should be able to:
- Identify skills for relationship building and effective communication in a helping role.
- Summarize important emotional and cultural awareness skills for helpers.
- List case management steps that fit within the parameters of one's role.
- Plan steps for a trauma-informed approach that will enhance both client and helper resilience.
Innovation and Entrepreneurship (I&E)

I&E supports Yukoners to test ideas and grow businesses. We provide funding, resources, expertise and incubation. Whether you consider yourself to be an entrepreneur or you have an innovative idea on how to solve a real-world problem, I&E is here to support you from concept to commercialization.

We welcome you to visit us at the Northlight Innovation Hub in downtown Whitehorse, where you can connect and collaborate while growing your business amidst the vibrant Yukon small business community. If you are based outside Whitehorse, we offer flexible options to work remotely, while remaining connected to our supportive community.

Any of our programs, services and supports can be accessed year-round by emailing us and setting up a time to meet and chat. We will help you to find the right supports and prepare your application.

IncubateNorth

If your business has initial sales and traction and you’re looking to scale and grow, IncubateNorth is the place to be. Whether your business is based in Whitehorse or a rural Yukon community, IncubateNorth’s one-on-one advice, funding and community of peers can help you grow locally, nationally and internationally. YukonU.ca/incubatenorth

Innovation Fund

Do you have an innovative idea, prototype or product that you’re considering turning into a business? I&E provides funding to help you build, test and refine your ideas on the path to commercialization. Whether you need $1,000 or $50,000 to get your project started, we are here to dive into the initial assessment with you. YukonU.ca/innovation-fund
Innovation & Entrepreneurship (I&E)

Wrap-around innovation services
Knowledge is power—and when you’re starting a business solo or as a small team, it’s impossible to know everything yourself. I&E can help by working with you to identify upcoming project steps or challenges; connecting you to a network of experts, advisors and mentors; or paying professional fees for specialists to support you on your project—such as legal, accounting, human resources, engineering, computer programming, user interface design (UI/UX) and more.
Contact us: innovation@yukonu.ca

Yukon Communities Small Business Network
You are devoted to serving your community and we are devoted to supporting you. I&E works with local partners throughout Yukon communities to offer you workshops and skills so you can do what you do best, in a way that is financially sustainable. Learning from the needs of communities, we support YukonU’s Continuing Studies Division, community campuses and partners throughout the territory to adapt tools and training in a culturally relevant way to help you thrive—wherever you call home.
YukonU.ca/communities-small-business-network

Summer Biz School
If you are 18–30 years old and want to turn your passions and ideas into a real business, Summer Biz School is the perfect place to start. This fun, part-time program runs May to July and includes up to $2,500 in funding, as well as networking and connections to local entrepreneurs. You will gain the real-world skills and knowledge to start your own business. Applications open in February.
YukonU.ca/summer-biz-school

Get in touch:
Innovation & Entrepreneurship
Yukon University, 2180 2nd Ave
Whitehorse, Yukon Y1A 5N6
867 668 8759
innovation@yukonu.ca
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 & 2 Asynchronous

<table>
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<th>Date</th>
<th>Sep 1 – Dec 15</th>
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<tbody>
<tr>
<td>Time</td>
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</tr>
<tr>
<td>Code</td>
<td>WO 031A • CRN 90453</td>
</tr>
<tr>
<td>Fee</td>
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This 27-hour course is designed to prepare you to write the 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 or four weeks.

### Water Analysis, Water Quality Monitoring and Recordkeeping

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<th>Oct 11 and 12</th>
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<tbody>
<tr>
<td>Time</td>
<td>Wed/Thur • 8:30am – 4pm</td>
</tr>
<tr>
<td>Code</td>
<td>WO 023 • CRN 90456</td>
</tr>
<tr>
<td>Fee</td>
<td>$750 + GST</td>
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</table>

This 2-day course is designed to assist you in understanding and interpreting public drinking water guidelines and regulations, provides hands-on water sampling techniques, and brings awareness to the importance of water quality monitoring and adequate record keeping skills.

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.
**Water System Liabilities, Responsibilities, Operations and Maintenance**

Date: TBD  
Time: Thur • 8:30am – 12pm  
Code: WO CE75 • CRN 90455  
Fee: $205 + GST

This 3-hour course will provide you with an overview of safe drinking water practices, regulatory requirements, and roles and liabilities of system owners and operators. Operation and maintenance of drinking water systems is introduced. This course provides awareness and knowledge that are critical to making good decisions about water systems in the Yukon. The course is targeted at water system owners and managers in the Yukon, including mayors, chiefs, municipal councillors, First Nation councillors, chief executive officers, senior administrators, and territorial and federal government employees.

**Small Water System Operator Lab**

Date: Oct 23 – Nov 3  
Delivery: Mon – Fri • 12:30 – 4:30pm  
Code: WO 001L • CRN 90459  
Fee: $2,400 + GST

This lab course is designed to provide you with the 50 hours of hands-on experience required to write the Environmental Operators Certification Program (EOCP) certification exam for Small Water Systems (required by Yukon Government Regulation). The main objective of this course is to build operator confidence and hands-on skills relevant to the provision of safe and reliable drinking water.

**Bulk Water Delivery**

Date: Nov 6 – Nov 9  
Delivery: Mon – Thu • 8:30am – 4pm  
Code: WO 010 • Classroom CRN 90460  
Online CRN 90461  
Fee: $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.

**Lagoon Design, Operation and Maintenance**

Date: Nov 21  
Delivery: Tue • 8:30am – 4pm  
Code: WO 051 • Classroom CRN 90526  
Online CRN 90527  
Fee: $390 + GST

The course provides you with knowledge of many aspects of lagoon operation, taken from manuals and research papers specifically oriented to lagoons in northern climates. Lagoon design is discussed in some detail, focusing on typical dimensions and sizing, as well as mechanisms of contaminant removal. Lagoon operation is described so as to be beneficial to the informed operator. Maintenance aspects are also discussed, as are methods of optimizing lagoon treatment. Finally, process monitoring and safety aspects are discussed, as they are critical to every operator and visitor to a lagoon facility. This course also makes specific reference to the Wastewater Effluent Systems Regulations.

This course is especially recommended for wastewater operators and is relevant to health professionals, supervisors, technicians, and homeowners involved and/or interested in water quality and wastewater treatment.
Yukon Water and Wastewater Operator Program

**Water Distribution Public Works**

| Date     | Nov 27 – Dec 1 |
| Time     | Mon – Fri • 8:30am – 4pm |
| Code     | WO CE80 • CRN 90464 |
| Fee      | $1,753 + GST |

This 5-day course will provide you with information on topics such as managing risks in distribution systems, unidirectional flushing techniques, disinfection and sampling, distribution system breaks and repairs, and water loss for decision makers.

**Wastewater Treatment Level 1 & 2**

| Date     | Dec 4 – 8 |
| Delivery | Mon – Fri • 8:30am – 4:30pm |
| Code     | WO 021 • Classroom CRN 90465
Online CRN 90466 |
| Fee      | $1,470 + GST |

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

This course is especially recommended for prospective Level 1 Wastewater Treatment operators, and is relevant to health professionals, supervisors, technicians, and homeowners involved and/or interested in wastewater systems.

**Basic Small Water Systems Operation**

| Date     | Oct 23 – Nov 3 |
| Time     | Mon – Fri • 8:30 – 11:30am |
| Code     | WO 001 • Classroom CRN 90458
Online CRN 90457 |
| Fee      | $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     | Sep 26 and 27 |
| Time     | Tue/Wed • 8:30am – 4pm |
| Code     | WO 026 • CRN 90454 |
| Fee      | $710 + GST |

This 2-day course is designed to increase your 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 Refresher**

| Date     | Dec 12 |
| Delivery | Tue • 8:30am – 4pm |
| Code     | WO CE79 • Classroom CRN 90467
Online CRN 90468 |
| Fee      | $390 + GST |

This 1-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).
Commercial Driver Pathways

With classroom, simulator, in-yard and in-cab learning environments, you will learn off-road backing and coupling maneuvers, vehicle inspection and chain up skills, and drive on-road on public roadways with instructors. Open to Yukoners who are at least 18 years of age, hold a full and unrestricted Class 5 licence, and meet the medical standards.

CNIM offers a wide range of industrial and construction training programs to prepare you for today’s workplace. Through an exceptional hands-on learning environment, CNIM programs offer you or your company the skills and expertise to work in growing industries in the Yukon.

These new programs are funded in part by the Government of Canada’s Community Workforce Development Program.

Commercial Driver Knowledge Review Course

- **NEW**
- **Duration**: 12 hours
- **Fee**: $250

Class 3 Driver Training

- **NEW**
- **Duration**: 35 hours*
- **Fee**: $2,000

Class 1 Driver Training

- **NEW**
- **Duration**: 50 hours*
- **Fee**: $5,000

* May vary, as training progression requires the development of driving competencies.
Centre for Innovation in Mining

Heavy Equipment Operator Pathways
Combine classroom and simulator training to prepare for work as a heavy equipment operator.

CNIM also offers comprehensive trades training on site to communities or mine operators throughout the Yukon.

Heavy Equipment Operator Train-the-Trainer
NEW

check website
Are you interested in training your workforce? Are you an experienced heavy equipment operator? Learn how to develop and deliver effective, high-quality heavy equipment training programs. Graduates will receive Yukon University’s Train the Trainer Certificate of Completion.

Cybermine Simulator Training
NEW

check website
Have you always wanted to operate heavy equipment? Learn in a safe and controlled environment to become a competent, productive machine operator. Following curriculum developed by YukonU and NORCAT, training will include rock truck, loader, dozer, excavator and grader simulations.

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:


We can customize any of our training programs for your organization or team.

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

Contact:
Ginny Coyne
Centre for Northern Innovation in Mining
867 334 3666
vcoyne@yukonu.ca
YukonU.ca/CNIM
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
Yukon University 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 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.
First aid and safety

Canadian Red Cross First aid
Wilderness and Remote First aid
Emergency Medical Responder
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.

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

Blended Standard First Aid/CPR-C

<table>
<thead>
<tr>
<th>Duration</th>
<th>14 hours (7 hours online)</th>
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<tbody>
<tr>
<td>Code</td>
<td>FA 003</td>
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<tr>
<td>Fee</td>
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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

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<td>Code</td>
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<tr>
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<td>$50</td>
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</table>

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

Prerequisite: current CPR-C AED certification.

Standard First Aid/CPR-C

<table>
<thead>
<tr>
<th>Duration</th>
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<tbody>
<tr>
<td>Code</td>
<td>FA 003</td>
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<tr>
<td>Fee</td>
<td>$199</td>
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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

<table>
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<td>Code</td>
<td>FA 022</td>
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<tr>
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</table>

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)

<table>
<thead>
<tr>
<th>Duration</th>
<th>4 hours</th>
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<tbody>
<tr>
<td>Code</td>
<td>BLS CE01</td>
</tr>
<tr>
<td>Fee</td>
<td>$50</td>
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</tbody>
</table>

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

<table>
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<tr>
<th>Duration</th>
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<td>Code</td>
<td>CPR 003</td>
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<tr>
<td>Fee</td>
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Learn to think, react and improvise in emergency situations from the leader in first aid—the Canadian Red Cross. CPR Level C training covers one-rescuer CPR, choking, barrier device/pocket masks, AED use and external bleeding for adults/children/babies.
Remote First Aid/CPR-C

<table>
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<td>Code</td>
<td>WFA 010</td>
</tr>
<tr>
<td>Fee</td>
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</table>

Ever wonder what to do if help is not immediately available if someone is ill or injured? Whether working or enjoying recreational time in the Yukon, learn to apply Standard First Aid/CPR-C skills in remote environments. Understand the perspective of applying these skills in a rural setting versus an urban environment. Focus on shifting your understanding of the environment, decision making and limited resources. Remote First Aid also offers strategies for providing extended care for up to 24 hours. Suitable for those who work, live and adventure in remote locations.

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

Remote First Aid/CPR-C Recertification

<table>
<thead>
<tr>
<th>Duration</th>
<th>12 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code</td>
<td>WFA 012</td>
</tr>
<tr>
<td>Fee</td>
<td>$150</td>
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</tbody>
</table>

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

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

Wilderness First Aid/CPR-C

<table>
<thead>
<tr>
<th>Duration</th>
<th>40 hours</th>
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</thead>
<tbody>
<tr>
<td>Code</td>
<td>WFA 011</td>
</tr>
<tr>
<td>Fee</td>
<td>$499</td>
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</tbody>
</table>

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

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

Wilderness First Aid/CPR-C Recertification

<table>
<thead>
<tr>
<th>Duration</th>
<th>20 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code</td>
<td>WFA 013</td>
</tr>
<tr>
<td>Fee</td>
<td>$299</td>
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</tbody>
</table>

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

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

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

Remote location?
Yes, we travel!
Need on-site options? Let us create a customized learning solution that is tailored to your location or community. We can travel for all our courses.

Contact:
Continuing Studies
867 668 5200
cs@yukonu.ca
YukonU.ca/CS
**Emergency Medical Responder – Advanced First Aid**

<table>
<thead>
<tr>
<th>Duration</th>
<th>Code</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>80 hours</td>
<td>EMR 001</td>
<td>$1,200</td>
</tr>
</tbody>
</table>

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**

<table>
<thead>
<tr>
<th>Duration</th>
<th>Code</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>40 hours</td>
<td>EMR 002</td>
<td>$649</td>
</tr>
</tbody>
</table>

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.

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**Crane Operator**

<table>
<thead>
<tr>
<th>Duration</th>
<th>Code</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>24 hours</td>
<td>RIGG CE03</td>
<td>$295 + GST</td>
</tr>
</tbody>
</table>

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**

<table>
<thead>
<tr>
<th>Duration</th>
<th>Code</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 hours</td>
<td>HLTH 004</td>
<td>$125</td>
</tr>
</tbody>
</table>

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)**

<table>
<thead>
<tr>
<th>Duration</th>
<th>Delivery</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.5 hours</td>
<td>classroom</td>
<td>$95 + GST</td>
</tr>
<tr>
<td></td>
<td>online</td>
<td>$39 + GST</td>
</tr>
</tbody>
</table>

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.

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.

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.

Air Brake Endorsement

| Duration | 24 hours |
| Code     | AB 001   |
| Fee      | $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 safe operating condition. You will learn the principles of the various components and valves, correct maintenance and troubleshooting procedures, and the correct adjustment procedures for the components. Upon completion of the course, you will be able to write the government examination that leads to an air brake endorsement on your driver’s license.

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’ll work with you to develop your idea from concept to delivery.

Connect with our team:
ce@yukonu.ca
867 668 5200

For schedule of classes visit
YukonU.ca/industrial-safety
ed2go 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 and writing
- accounting and finance
- office software
- management and leadership
- small business operations
- non-profit
- project management
- sales and marketing

**College readiness**
- math
- science

**Design and composition**
- digital photography
- graphic and web design
- animation
- interior design

**Health and fitness**
- medical terminology
- nutrition sciences
- veterinary assistant
- women’s health

**Hospitality**
- event coordinating
- catering

**Legal**
- paralegal
- real estate law
- employment law

**Arts and personal wellness**
- languages
- creative writing
- pain management

**Technology**
- cloud computing
- security certification
- database management
- networking and communications
- C++ programming
- SQL, Java or PHP
- blogging and podcasting

Learn what you want, when you want.
- Instructor-led courses and/or self-paced
- Six-week format
- Sessions start monthly
- Interactive environment
- Courses start at $189 + GST

Visit ed2go.com/yukon
Youth Moving Mountains (YMM) Youth programming

Science • Technology • Engineering • Math • Trades

YMM is excited to offer fall 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 spark 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 Actua, EleV and Yukon Government.

A network member of actua

Upcoming programming

In-School Workshops: From September to June, YMM will be offering free, curriculum-focused, STEM themed in-school workshops for teachers and educators.

Teacher Professional Development: YMM will be offering professional development (PD) events for educators centred on incorporating curriculum-focused STEM activities into the classroom! Our PD workshops will spark inspiration and give resources to help educators deliver STEM content to their students.

Fall After-School Clubs: From October to December 2023, YMM will run free weekly STEM and trades-themed after-school clubs.
Youth Moving Mountains (YMM) Youth programing

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. 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 or check YukonU.ca/YMM.

Programs are available for in-classroom STEM workshops.

Do you know a teacher who wants to integrate STEM activities, including coding and design, into their classes? Let them know we’d love to bring our STEM skills to their school! Our mobile workshops include hands-on, engaging activities for students in a variety of STEM areas to help communicate curriculum concepts.

For more information regarding mobile workshops: camps@yukonu.ca or 867 332 1247.
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
- Safe Worker Field Operations: Danger Trees
- Safe Worker Field Operations: Intermediate
- Chainsaw Safety and Maintenance
- Safety and Maintenance
- Indoor Top Rope Climbing/ Bouldering Activity Leader
- Outdoor Top Rope Climbing Activity Leader

**Governance and management training**
- Understanding and Interpreting Final Agreements
- Land and Resource Asset Management
- Leading Teams and Boards

**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

**From the land/place-based Adult Basic Education (ABE) credit training with compressed timeline**
- English 030
- English 050
- Science 030
- Mathematics 030

**Home-based entrepreneurship**
- Sewing Skills Development
- Woodcutter Operations
- Geo and Experiential Tourism
- Lifestyle Sustainability
First come, first served
YukonU processes registrations on a first come, first served basis. We keep class sizes small to provide you with a quality educational experience. Register early to secure your spot!

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

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

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

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

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

How to pay
All payments for courses go to the Cashier’s Office. Contact 867 456 8673 or cashier@yukonu.ca 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
Sixty years strong and growing. Through 2023-24, YukonU celebrates 60 years of education and training.

Each year a tree gains a ring and grows bigger and stronger. Its branches and roots flourish and grow, extending its reach.

With each passing year, our students, partnerships and communities strengthen our commitments and help us reach for possibility. Much like a tree, YukonU continues to grow and thrive.

Continuing Studies
YukonU.ca/CS