

Continuing Studies

Lifelong learning for all ages

Upcoming courses and workshops
in your community, for personal
and professional development

January to June 2021

Our local subject matter experts meet your learning needs.

2020 has brought profound change to Yukon and the rest of the world. First, we are proud of Yukon College's transition to become Yukon University, and we believe that this change will strengthen our programs and services throughout the territory. Second, 2020 also brought a global pandemic, which swept across the country, changing how we live and work together. But the resilience and creativity of Yukon people and faculty and staff at Yukon University have enabled us to make this unexpected challenge an opportunity to expand Continuing Studies offerings, especially for people residing in Yukon communities.

We are so proud to offer you a range in programming, including (but not limited to) safety certification, organizational development, children and youth programming, social innovation, and social justice.

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

To keep abreast of our courses, visit our website YukonU.ca/CE which is regularly updated including newly scheduled courses and classes. The content of the course guide is developed many months in advance of delivery — don't miss out on what has been scheduled since then.

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

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

Shelagh Rowles M.Ed.

Executive Director, Continuing Studies & CNIM



How to register

By phone

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

Quote the CRN found in the course description.

In person

**500 University Drive,
Whitehorse**

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

By fax

867 668 8899

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

Policies & FYIs

First come, first served

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

Course cancellation

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

Registration deadline

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

Course fees

You must pay all course fees when you register. We accept payment by Visa, Mastercard, Amex, cash, debit, cheque, money order, or purchase order. We will not accept post-dated cheques. Your registration is not complete until 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) **five** business days prior to the course start date to allow for a refund.

Withdrawal policy

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

Getting a refund

If Continuing Studies cancels a course due to low enrollment or other unforeseen circumstances, you will be given the choice of a refund, a transfer into another scheduling of the course, or a credit towards any other CS course. Refunds for withdrawals will be made in accordance with the withdrawal policy above. Refunds will be processed by the Cashiers Office.

How to Pay

All payments for courses will go to the Cashier Office. Contact at 867 456 8673 or email cashier@YukonU.ca with the best time for a call back to process the payment.

For information about courses - please contact Continuing Studies at 867 668 5200 or CE@YukonU.ca.



PHOTO: AFOHBOULD.COM

Professional enrichment

- Financial management for non-financial managers
- Introduction to facilitation
- Public speaking with confidence
- Effective & impressive presentations
- Fundamentals of event planning
- Train the trainer workshop
- The competent supervisor-leading productive and safe teams

Professional enrichment

In the 2020 World Economic Forum report, "The Future of jobs", leading global employers shared which skills they foresee will empower professionals to achieve success in the 2020 workplace – and beyond.

Present day workplaces demand ever-increasing technical expertise, paired with strong social and collaborative skills – like persuasion, emotional intelligence, and mentorship.

Building your competency base with these 1-2-day professional development seminars, will help you develop the tools you require to boost your career with the in-demand skills and competencies today's top employers are seeking.

Financial Management for Non-Financial Managers

NEW

Date Mar 3 – 4
Time W/Th
8:30am – 4:30pm
Code MANG 001 • CRN 90172
Fee \$599 + GST

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

This course is for managers who wish to increase their leadership effectiveness by working with financial and accounting information and improving their decision-making skills. You will be introduced to financial concepts and their role in the business environment. You will gain confidence in how your decisions and actions impact your company's financial statements, and therefore, be effective in contributing to your company's financial goals.

Introduction to Facilitation

NEW

Date Feb 9
Time Tue
9am – 4:30pm
Code FACI CE03 • CRN 90173
Fee \$395 + GST

Did you know that the meaning of the term *Facilitator* is often interpreted as meaning teacher, helper, expert, moderator, chair, or leader? There is a difference! The expectations that a Facilitator will reach the end goal, in a specific setting, are huge. In this workshop, you will; examine the role of the Facilitator; discover how human nature can influence facilitation techniques; review 10 fundamentals of process facilitation; become familiar with Mind Mapping and Visualization and have time to practice facilitation techniques – creativity encouraged!

Public Speaking with Confidence

NEW

Date Feb 24
Time Wed
9am – 4:30pm
Code PBSP CE01 • CRN 90174
Fee \$395 + GST

If public speaking is not in your comfort zone, you are not alone! Fear of public speaking is normal. Whether on the job, volunteering or in a personal setting, speaking in front of an audience can be a daunting experience. This workshop will give you an opportunity to apply practical tips, tools, and techniques to overcome the fear and increase your confidence for future speaking opportunities, including: analyzing your audience; researching your topic; your speech (type, topic, outline, organization, transitions); delivery skills (vocal and physical delivery), and presentational aids (if applicable).

Professional enrichment

Effective & Impressive Presentations

NEW

Date Mar 4
Time Thur
9am – 4:30pm
Code PRSK CE02 • CRN 90175
Fee \$395 + GST

As a presenter, you have a defined amount of time to convey a specific message to your audience. Whether your goal is to increase interest and understanding or to persuade, learning and implementing key elements of presenting will help you to build the self-confidence and skills you need to improve the quality of your presentations. During this workshop, you will:

- Gain an understanding of 5 key elements of presenting
- Have an opportunity to deliver a short presentation
- Assess your presentation skills with an evaluation tool
- Prepare a personal checklist for how to improve.

Note: If there is a specific topic you would like to present, please bring it to the workshop.

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

Fundamentals of Event Planning

NEW

Date Apr 6
Time Tue
9am – 4:30pm
Code PLAN CE05 • CRN 90177
Fee \$395 + GST

“Where to start?” Is the most common question asked in the world of event planning. Whether your event is large or small, simple, or complicated, using various tools and models can make the difference between an average and exceptional event. Fundamental concepts will provide you with clarity on the event planning process and will equip you with practical tools and templates that can be used for your next event.

- Examine various components of event planning
- Discover how to use planning tools such as Mind Mapping and Walk-Thru
- Review a Volunteer Management Model
- Learn how to use various templates to plan your event

Note: If you are planning an event now or in the future, please feel free to bring your event information to this workshop.

Train the Trainer Workshop

NEW

Date Apr 22
Time Thur
9am – 4:30pm
Code TRAN 001 • CRN 90176
Fee \$395 + GST

Whether you are preparing to become a professional trainer, or you are providing training as part of your current job, this interactive, hands-on session will provide you with a variety of tools to help you create and deliver engaging workshops and become a successful trainer. Topics covered will include:

- Examine various types of learning to create a lesson plan
- Developing a good understanding of the needs of adult learners
- Managing difficult participants
- Discovering how to use learning tools
- Defining training, facilitating, and presenting
- Creating an active, engaging learning environment
- Developing visual aids and supporting materials

The Competent Supervisor – Leading Productive and Safe Teams

NEW

Date Jan 27 – 28
Time W/Th • 8am – 5pm
Code SUPR CE08 • CRN 90062
Fee \$795 + GST

This 2-day workshop introduces three important principals you will require to be successful in your supervisory role: Safety/Environmental/Health Intelligence (SI); Technical Intelligence (TI); and Emotional Intelligence (EI). Discover a wide array of safety tools, soft skills and productivity approaches which will enable you to improve your team's safety culture while increasing productivity. Participants will be introduced to all aspects of competent supervision in practical hands-on ways. We will demonstrate how to familiarize yourself to the acts and regulations in any jurisdiction to help you understand when to refer to them appropriately.



PHOTO: ARCHBOULD.COM

Professional development

Project management

Conflict resolution

Accounting and financial management

Skillful manager seminars

Project management

Continuing Studies offers a comprehensive Project Management Professional Development series of courses and certificate programs.

These programs are based on the Project Management Institute's (PMI's) standards and guidelines, use the Project Management Body of Knowledge (PMBOK), offer Professional Development Units (PDU), and give you access to the Certification Preparation Workshop.

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



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



What are **LIVE STREAM** workshops?

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

Project Management Essentials: Part 1

Date: Apr 19 & 21
Time: M/W
9am – 5pm
Code: PROJ 001 • CRN 90056
Fee: \$997.50 + GST



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

Project Management Essentials: Part 2

Date: Apr 22 & 23
Time: Th/F
9am – 5pm
Code: PROJ CE02 • CRN 90057
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 for Administrative Professionals


Date: Feb 15 & 16
Time: M/T
9am – 5pm
Code: PROJ CE02 • CRN 90054
Fee: \$997.50 + GST



Designed for executive assistants and other administrative professionals, you'll discover how to apply project management processes for supporting multiple people and projects in a team setting.

Project management


PMP/CAPM Exam Certification Preparation

Date Mar 29 – 31, Apr 8 & 9 
Time M/T/W & Th/F
9am – 5pm
Code PROJ 002 • CRN 90079
Fee \$1997.50 + GST

Industry-standard certification from the Project Management Institute (PMI).


This workshop prepares participants to write the PMI Project Management Professional (PMP) or Certified Associate in Project Management (CAPM) certification exam and provides the required educational credits for new applications.

Managing Project Teams and Stakeholders

Date May 13 & 14 
Time Th/F
9am – 5pm
Code PROJ 004 • CRN 90077
Fee \$997.50 + GST


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

MS Projects For Managing Projects

Date June 7 & 8 
Time T/W
9am – 5pm
Code PROJ 006 • CRN 90058
Fee \$997.50 + GST


MS Project is a powerful industry standard software tool that can help you manage projects, programs, and multiple tasks.

Project Management for the Construction Sector

Date Feb 17 & 18 
Time W/Th
9am – 5pm
Code PROJ CE01 • CRN 90055
Fee \$997.50 + GST

Gain a comprehensive overview of construction sector project management techniques to help you effectively plan, manage, and control projects.

Project Procurement & Contract Management

Date June 10 & 11 
Time Th/F
9am – 5pm
Code PROJ CE04 • CRN 90074
Fee \$997.50 + GST

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

Conflict resolution

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



Why are people taking JIBC conflict resolution courses?

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

Foundations of Collaborative Conflict Resolution

Date Mar 1 – 3
Time M/T/W
8:30am – 4:30pm
Code CRES 1100 • CRN 90065
Fee \$650 + GST

Discover effective and practical tools for resolving conflicts collaboratively in this foundational course. Examine the sources of conflict, attitudes and beliefs, conflict styles, and the role of assumptions and emotions as you gain an overview of conflict dynamics and collaboration strategies.

Negotiations Level I

Date Feb 23 – 25
Time T/W/Th
8:30am – 4:30pm
Code CRES 1170 • CRN 90041
Fee \$650 + GST



In this course, you will learn to prepare for negotiations, assess your alternatives, build a climate of collaboration, get beyond stubborn positioning and develop agreements that work for both sides.

Prerequisite: CRES 1100 or CRES 1101.

Asserting Yourself in Conflict Situations

Date May 27 & 28
Time Th/F
8:30am – 4:30pm
Code CRES 1305 • CRN 90069
Fee \$450 + GST

Whether you are negotiating an important issue, expressing your thoughts and feelings in a conflict or standing firm under pressure, the ability to assert yourself is crucial to reaching outcomes that work for you.

Accounting and financial management

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

Professional Bookkeeping series

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

Sage 50 Level 1

[YukonU.ca/CE for details](#)

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 payables, and set up payroll for small to medium-size businesses.

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

Sage 50 Level 2

[YukonU.ca/CE for details](#)

PRE

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.

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

Excel Level 1

Date Feb 18 – Mar 4
Time T/Th • 6pm–9pm
Code EXCL001 • CRN 90063
Fee \$249 + GST



Get comfortable with Excel 2016 and learn how to create user-friendly, functional, time-saving, and professional spreadsheets.

Excel Level 2

Date Apr 1 – May 4
Time T/Th • 6pm – 9pm
Code EXCL002 • CRN 90064
Fee \$249 + GST

PRE



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

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

Bookkeeping Fundamentals II

Date Jan 12 – 28
& Jan 29
Time T/Th • 6pm – 9pm
Code ACCT004 • CRN 90051
Fee \$449 + GST

PRE



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.

Prerequisite: Completion of Bookkeeping Fundamentals Level 1.

Accounting and Financial Management

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

Financial Management for Non-Financial Managers

NEW

Date Mar 3 – 4
Time W/Th • 8:30am – 4:30pm
Code MANG 001 • CRN 90172
Fee \$599 + GST

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

This course is for managers who wish to increase their leadership effectiveness by working with financial and accounting information and improve their decision-making skills. You will be introduced to financial concepts and their role in the business environment. You will gain confidence in how your decisions and actions impact your company's financial statements, and therefore, be effective in contributing to your company's financial goals.



The Skillful Manager Seminars

with Lyn Hartley, PhD

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

More information:

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

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

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

Contact Jennifer Harkes at jharkes@yukonu.ca

Customized learning solutions

More information:

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

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

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

Contact Continuing Studies at [867 668 5200](tel:8676685200) or ce@yukonu.ca or visit YukonU.ca/CE.

Northern Institute of Social Justice

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

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

Course development and delivery is an on-going activity. Please check the website or contact the NISJ for information about other courses available through the institute, or to discuss training needs and the possibility of developing and delivering new courses. The NISJ provides "common training", in which members of the public and other organizations train together; and "contract training" in which employees from different workplaces or organizations train together.

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

Subscribe to our e-newsletter! New courses are created throughout the term that don't make it into this guide. Sign up for our newsletter and we'll email you course information.

To sign up, or for more information, visit our website YukonU.ca/NISJ or call 867 456 8589.



COVID 19 Guidelines for attending face to face programs on Campus

The most up to date information can be located on the website at <https://www.yukonu.ca/covid19>.

Due to the need to check in with security you should plan to enter the building 15 minutes prior to the course start time.

- Enter Yukon University at the main front door, use hand sanitizer when entering and exiting.
- Wear your mask to, from and during your class.
- Check in at the front desk and provide the course name and your name.
- Maintain 2 meters between yourself and others.
- All participants will complete a COVID screening form.
- In your class wear your mask unless you are eating or having a drink.
- While moving around the class your mask must remain on.





Be flexible as these are changing times and with further updates from the Chief Medical Health Officer, Yukon University may need to change our COVID-19 plans.




Sample courses

Administrative Justice

- Advanced Decision – Writing
- Practice and Procedures for Decision-Makers
- Understanding Legislation

Health, wellness, trauma-informed practice courses

- Assisting Individuals in Crisis
- Applied Suicide Intervention Skills
- Caregiving through Loss and Grief – for Frontline Professionals and Family Caregivers 
(livestreamed; Hospice Yukon)
- Caregiving During Crisis 
(livestreamed 1-hr webinar)
- Coping During Crisis 
(livestreamed 1 hr. webinar)
- Conscious Aging: Aging with Passion and Purpose
- Conscious Aging II: The Next Chapter – Explore and Develop Your Elder Role
- FASD-Informed Support
- Grief and the Frontline Professions
- Group Crisis Intervention
- Introduction to Mindful Self-Compassion; and Mindful Self-Compassion Training 
(livestreamed; Centre for Mindful Self-Compassion courses)

- Loss in the Workplace 
(livestreamed; Hospice Yukon)
- Mental Health First Aid Canada for Northern Peoples
- Mental Health First Aid for Adults who Interact with Youth
- Right Use of Power 
(RUP Institute course)
- Survival Skills for the First Responder
- Survival Skills for the Spouse/Partner of a First Responder
- Supporting Your Staff Through Loss and Grief
- Working with Trauma 
(livestream course; and in-person classroom course)

Crisis & Trauma Resource institute courses

- Addictions and Mental Illness - Working with Co-Occurring Disorders
- Anxiety – Practical Intervention Strategies
- Brief Focused Counselling Skills – Strategies from Leading Frameworks
- Crisis Response Planning
- Challenging Behaviours in Youth
- De-escalating Potentially Violent Situations

- Depression – Practical Intervention Strategies
- Lateral Violence – Working Towards Solutions
- Motivating Change – Strategies for Approaching Resistance
- Navigating Difficult Client Relationships
- Trauma – Strategies for Resolving the Impact of Post-Traumatic Stress
- Violence Threat Assessment – Planning and Response
- Working in Social Services: The Essential Skills

Yukon First Nations

- Residential Schools Awareness
- Yukon First Nations 101 – History of Yukon First Nations and Self-Government
- YFN 101- online self-paced course

Custom & contract training

Looking for a specific course that is not currently offered? Give us a call, we can make the training work for you! Call **867 456 8589** or email nisj@yukonu.ca for more information.

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

Date Jan 20, 27 & Feb 3, 10, 17
Time 10am – 11am
Code CE 106 • CRN 90153
Fee \$200 + GST

Delivered by Hospice Yukon, this course offers an in-depth look at how we grieve; skills and resources for supporting others through loss; and practical tools for reducing stress and finding balance in your life. Topics include: Grief; Self-care / Wellness; Supporting others; Self-care tools; and Ritual.

This 5-hour webinar, delivered over 5 weeks, is intended for anyone who supports others as part of their work including family caregivers.

Self-paced Online YFN 101 – History of Yukon First Nations and Self-Government

Date Continuous registration starting January 1, 2021 through to November 23, 2021
Time Self-paced
Code YFN 001 • CRN 90061
Fee \$89.99 + GST

The online self-paced YFN 101 training generally takes 5–6 hours to complete. You may start and stop as you need to; you don't need to take it all at once. In order to receive a passing grade from Yukon University, please complete this course prior to the end of December 31, 2021. Upon completion of this training, you will be provided a certificate of completion which you print yourself.

Administrative Justice – Practice and Procedures for Decision-Makers

Date Feb 8,10,12,15,17
Time 9am – 12pm
Code JUST 006 • CRN 90156
Fee \$600 + GST

Have you been newly appointed to a quasi-judicial board or tribunal? Focusing on the roles and responsibilities of board or tribunal members, this course was developed by the **B.C. Council of Administrative Tribunals**. The Yukon-context information is provided in course hand-outs and by instructor Bruce Willis. The course is livestreamed via Zoom and includes the following 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

This is a pre-requisite for Administrative Justice – Advanced Decision-Writing.

Vicarious Trauma – Strategies for Resilience

Date Feb 1
Time 9am – 4:30pm
Code JUST CE 108 • CRN 90010
Fee \$235 + GST

Helpers regularly encounter stories and symptoms of trauma in their roles. There is growing evidence that the impact of directly supporting others through experiences of trauma goes beyond burnout or fatigue. The toll of witnessing intense human experiences and emotions can contribute to a negative transformation of a helper's own sense of safety, competency and purpose.

Delivered by the Crisis and Trauma Resource Institute, this workshop provides an opportunity to examine your own experiences; become aware of the signs of vicarious trauma and vicarious growth; and develop a personalized plan to repair negative effects and accelerate resilience.

Right Use of Power

Date Feb 15, 16, 17, 18
Time 9am – 11:30pm
Code JUST CE 67 • CRN 90157
Fee \$250 + GST



Developed by the Right Use of Power Institute, this dynamic and engaging approach to ethics recognizes the complexity of power in helping relationships. The course is delivered livestreamed via Zoom, by instructor Juliette Anglehart-Zedda. As a participant you have an opportunity to:

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

Livestreamed YFN 101 – History of Yukon First Nations and Self-Government

Date Mar 3 – 4
Time 8:30am – 12pm
Code YFN 001 • CRN 90011
Fee \$325 + GST



Join us in livestreamed training that includes interactive activities, discussions, and presentations by Yukon University's First Nations Initiatives Department instructors. They incorporate historical timelines, facts, personal stories, and activities for an engaging look at history and recent developments. This engaging look at history and recent developments, was developed to educate participants 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. Vetted by the 14 Yukon First Nations; the course is delivered remotely via Zoom.

Understanding Legislation

Date Feb 3 – 4
Time 9am – 12pm
Code JUST 019 • CRN 90155
Fee \$175 + GST



Understanding Legislation 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 course work in law is required to take this course. The course is livestreamed via Zoom with instructor Bruce Willis; and a guest speaker on legislation development in the Yukon Government. Course modules provide an overview of:

- Sources of Law and Statutes
- Legal Research for Legislation and Regulations
- Legislation Development, Elements and Review
- Roles and Rules
- Terms, Meanings, Conventions and Applications
- Specific Rules
- Class Practice, Review and Discussion

Mindful Self-Compassion Training

Date Jan 13, 20, 27, Feb 3, 10, 17, 24 & Mar. 3, 10
Time 1pm – 3:30pm
Code JUST CE107 • CRN 90154
Fee \$450 + GST



Developed by the Center for Mindful Self-Compassion, this is 23.5-hour course is livestreamed via Zoom and delivered over 9 interactive sessions, except the February 17 session, which is an additional hour. After participating in this course, you will be able to:

- Practice self-compassion in daily life
- Understand the evidence-based benefits of self-compassion
- Motivate yourself with kindness rather than criticism
- Handle difficult emotions with greater ease
- Transform challenging relationships, old and new
- Manage caregiver fatigue.

Instructor: Marcia Burton, Certified Teacher, Mindful-Self-Compassion. This course fulfills pre-requisite – MSC Teacher Training. See www.centerformsc.org

Administrative Justice – Advanced Decision Writing

Date Feb 23, 25
& Mar 2, 4

Time 9am – 12pm

Code JUST 004 • CRN 90158

Fee \$450 + GST



Have you been appointed to a quasi-judicial board or tribunal? Will you be writing board or tribunal decisions? Developed by the **B.C. Council of Administrative Tribunals**, the Yukon-context information for this course is provided in course hand-outs and by instructor Bruce Willis. Livestreamed via zoom, this course is intended to help board or tribunal members to:

- bring a reader-oriented perspective to making and writing administrative decisions;
- organize and revise decisions to enhance logic and flow;
- write clear, concise, and coherent decisions;
- gain confidence in decision-writing within their board or tribunal context.

Administrative Justice: Practice and Procedures for Decision-makers is the pre-requisite for this course.

Coping During Crisis

Date Jan 23

Time 9am – 10am

Code JUST CE103 • CRN 90084

Fee FREE

Date Mar 4

Time 9am – 4pm

Code JUST CE103 • CRN 90086

Fee FREE



How do you cope during crisis and change?

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

Covid-19 presents exceptional circumstances by which we live, manage significant stressors and maintain the ability to bounce back. Developed by instructors Liza Manolis and Brenda Jenner and delivered remotely via Zoom, this introductory-level webinar is intended for adults interested in learning about coping during crisis and change.

Caregiving During Crisis

Date Jan 14

Time 12pm – 1pm (Yukon Time)

Code JUST CE104 • CRN 90046

Fee FREE

Date Feb 18

Time 6pm – 7pm (Yukon Time)

Code JUST CE104 • CRN 90085

Fee FREE



Are you a parent or caregiver interested in practical tools for supporting children - and yourself – during this time of uncertainty? Caring during a crisis brings additional challenges, stresses and duties to this role. Join instructors Liza Manolis and Brenda Jenner, in a new introductory level 1-hour webinar, for parents or caregivers interested in learning about how to provide meaningful care during a crisis.

Delivered remotely via Zoom.

Other professional skills & personal interests

Whether you're looking to explore a new career path or refresh your skills, these programs and courses will help you maximize your potential in the world of work.

Our instructors bring their workplace expertise directly into the classroom. They're passionate about teaching and committed to the success of Yukon University students.

Conversational languages


Spanish Level 1

Date	Jan 19 – Feb 9
Time	T/Th 6pm-9pm
Code	SPAN 001 • CRN 90068
Fee	\$249 + GST

An excellent introduction to the Spanish language. Explore topics such as present tense verbs, vocabulary regarding personal and family life, numbers, spelling, and formal speech.

This course provides a good foundation for students who wish to continue their learning and take Spanish Level 2. Aspects of Latino and Spanish culture are also introduced throughout the class.

Spanish Level 2

Date	Jan 19 – Feb 9	
Time	T/Th 6pm – 9pm	
Code	SPAN 002 • CRN 90070	
Fee	\$249 + GST	

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


Prerequisite: Spanish Level 1 or basic Spanish vocabulary.

Human resources

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

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

Performance Management

Date	Mar 30 – Apr 20	
Time	Tue 1pm – 4:30pm	
Code	HRAC 006 • CRN 90087	
Fee	\$495 + GST	

You can play a pivotal role in helping your workplace achieve operational excellence. Learn how to develop SMART goals, assess performance, and overcome employee performance challenges as you discover the interrelationships between leadership, coaching, motivation and engagement.

Professional development

Professional Minute-Taking

Date	Mar 5
Time	Fri 9am – 4pm
Code	MINU 001 • CRN 90066
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.

Records Management for Administrative Professionals

Date	Mar 12
Time	Fri 9am – 4pm
Code	RECM CE02 • CRN 90067
Fee	\$199 + GST

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

Northern gardening

Our Northern gardening series is blooming!

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

SEEDS! Get started.

Date Jan 26
Time Tue
6pm – 9pm
Code GARD CE03 • CRN 90052
Fee \$99 + GST

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

Discover what to grow and where: garden, greenhouse, pots or patio planters!

Gardening for Beginners

Date Jan 31
Time Sun
10am – 4pm
Code GARD CE01 • CRN 90053
Fee \$149 + GST

From a Master Gardener, learn the basics of gardening to get you growing your own food this summer. An overview of seeds, planting and transplanting, as well as the basics of soils, composting and watering will be provided. Tips and strategies for improving vegetable and flower growth performance in the context of our Yukon climate and conditions will be emphasized.

Companion Planting

Date Feb 16
Time Tue
6pm – 9pm
Code GARD 005 • CRN 90059
Fee \$99 + GST

Companion planting has been practiced by small scale gardeners all over the world and is based on the understanding that complimentary plants aid in each other's maturation.

You will explore how certain plants are attracted to each other and by pairing, avoid insect infestation and enhance each other's growth and health. Equally important is the discussion around plants that do not thrive in close quarters.

Northern Gardening

Yukon Master Gardener

Date Feb 4 – Mar 4
Time T/Th • 6pm – 9pm
Sat X2 • 9am – 5pm
Code GARD 010 • CRN 90073
Fee \$349 + GST

Presented in partnership with the Yukon Agriculture Branch.

Yukon Master Gardener is a standardized course used throughout North America that focuses on building gardening expertise. The Yukon course provides northern examples with a focus on management that is effective for cold climates. A series of instructors deliver the course, giving you a broad background in plant botany, physiology, taxonomy, soils, compost, outdoor gardening, greenhouse management, lawn care, houseplants, pests and pest control, medicinal plants, woody perennials and ornamental horticulture.

Design Your Outdoor Oasis

Date May 1
Time Sat
10am – 4pm
Code GARD 007 • CRN 90072
Fee \$149 + GST

Do you want to create your own outdoor oasis? Whether it is for relaxing, playing or to maximize the use of your yard for food production and healthy living, this course will assist you in your planning and designing.

Learn to use your land's natural shape and slope, sunlight direction, natural drainage, and materials for different designs from fun/play areas, to dining and entertaining patios.

Container Gardening

Date May 11
Time Tue
6pm – 9pm
Code GARD 004 • CRN 90060
Fee \$99 + GST

Container gardening is one of life's little pleasures that anyone can do with just a few seeds, a little soil, and the appropriate container. In this three-hour workshop, we delve into the art of growing food in containers for patios, balconies, or decks.

Greenhouse Design for Northern Climates

YukonU.ca/CE for details

Explore the types of greenhouse structures you can build or buy and discuss the drawbacks and advantages of each. You'll learn how to orient your beds, choose watering systems, glazing materials and preferred greenhouse locations. Discover methods of regulating heat through low-cost passive systems, heat storage systems and air circulation processes.

Growing Garlic in Northern Backyard Gardens

Date Apr 24
Time Sat
1pm – 4pm
Code GARD CE07 • CRN 90198
Fee \$99 + GST

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

Customized LEARNING solutions

Let us do the groundwork.

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

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

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

For more information contact Continuing Studies at 867 668 5200 or ce@yukonu.ca or visit YukonU.ca/CE



PHOTO: ARCHBOULD.COM

Industry Training

Centre for Northern Innovation in Mining
Drone training / UAV pilot certification
Yukon Water and Wastewater Operator Program
The Competent Supervisor

Centre for Northern Innovation in Mining

Flexible. Innovative. Training made for Yukon's mining industry.

Visit our website YukonU.ca/CNIM for more information about admission requirements and application deadlines.

Courses & workshops

Introduction to CNC Machining

The CNC Programming and Operating workshop will equip students with the technical skills and hands on knowledge to safety and efficiently operate basic CNC machining equipment. This course will split time between the computer lab covering modern CAD/CAM software and the machine shop training for both machine and material setup and machine operation.

More info at cnim@yukonu.ca

The Competent Supervisor – Leading Productive and Safe Teams

Date	Jan 27 – 28
Time	W/Th • 8am – 5pm
Code	SUPR CE08 • CRN90062
Fee	\$795 + GST

This 2-day workshop introduces three important principals you will require to be successful in your supervisory role: Safety/Environmental/Health Intelligence (SI); Technical Intelligence (TI); and Emotional Intelligence (EI). Discover a wide array of safety tools, soft skills and productivity approaches which will enable you to improve your team's safety culture while increasing productivity. Participants will be introduced to all aspects of competent supervision in practical hands-on ways. We will demonstrate how to familiarize yourself to the acts and regulations in any jurisdiction to help you understand when to refer to them appropriately.

Drone training/UAV pilot certification

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

NEW – Coming Spring 2021!

This comprehensive ground school covers the mandatory content as well as important operational control content that you will need to know as a Drone/UAS pilot.

We will cover the topics found in the Transport Canada "Recommended Knowledge Requirements for less than 25 kg, Visual Line of Sight Guide TP15263":

- Section 1: Air law, air traffic rules and procedures
- Section 2: RPAS air frames, power plants, propulsion and systems
- Section 3: Human factors
- Section 4: Meteorology

- Section 5: Navigation
- Section 6: Flight operations
- Section 7: Theory of flight
- Section 8: Radio-telephony

In addition, we include the following non mandatory content which is necessary to effectively operate when working with Transport Canada for Special Flight Operations Certificate approvals.

- Operational control – What is it?
- Manuals and document control
- (SFOC) Special flight operations certificates
- (SORA) Special flight operational risk assessments
- (SAIL) Special aviation integrity rating

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.

Contact Jennifer Harkes at jharkes@yukonu.ca for dates and information.

Yukon Water and Wastewater Operator Program

Courses are approved for Environmental Operators Certification Program (EOCP) Continuing Education Units (CEUs).

Courses are available in-person and online through web-conferencing. Courses and certification exam sessions can be facilitated at any Yukon University campus. Apply to write certification exams directly with the applicable authority at least three weeks in advance.

Visit YukonU.ca/YWWOP for more information.

SCADA and Control Systems in Yukon

Date Jan 21 – 22
Code Online: CRN 90076
Fee \$710 + GST



This 2-day course is designed to introduce participants to process control, control system components and their purposes within a control system, as well as methods for troubleshooting operational issues. The focus is on systems typically used in water and wastewater systems in Yukon. This course provides practical skills that can assist with control systems use, troubleshooting and upgrading/design.

Water Treatment Level 1 & 2

Date Jan 25 – 29
Code In-person: CRN 90018
Online: CRN 90019
Fee \$1470 + GST



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

Water System Liabilities, Responsibilities, Operations and Maintenance

Date Feb 1
Code In-person: CRN 90020
Online: CRN 90021
Fee \$205 + GST



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

Computer Basics for Operators

Date Feb 3 – 4
Code Online: CRN 90035
Fee \$710 + GST



This 2-day course is designed to increase computer proficiency and assist students in performing their duties in the workplace. Students will gain computer knowledge and skills by completing several computer assignments and projects, with guidance from the instructor. Students will apply their learning by completing a final project that incorporates Word, E-mail, Internet searching, and Excel. water through the water treatment process and appropriate water storage practices.

Math Review for Small Wastewater Systems

Date Jan 11
Code Online: CRN 90013
Fee \$410 + GST



This 1-day course is designed to increase proficiency with the math components involved in operating small wastewater systems. Participants will learn about unit conversions and calculation of area, volume, rate of flow, detention time, force, pressure, power and chemical dosing.

Yukon Water and Wastewater Operator

Wastewater Collection Level 1 & 2

Date Feb 8 – 12
Code Online: CRN 90023
Fee \$1470 + GST

This 4.5-day course is designed to prepare the participants to write their Environmental Operators Certification Program (EOCP) certification exam for Wastewater Collection Level 1 or 2. The main objective of the course is to provide knowledge to operators regarding the safe and reliable management of wastewater in order to safeguard the public and environment.

Wastewater Collection Level 3 & 4

Date Feb 15 – 19
Code Online: CRN 90034
Fee \$1753 + GST

This 4.5-day course is designed to prepare the participants to write their Environmental Operators Certification Program (EOCP) exam for Wastewater Collection Level 3 or 4. The course provides the knowledge and understanding required to construct, repair and maintain wastewater collection systems at an intermediate to advanced level. Participants will evaluate operational processes and associated equipment, become knowledgeable in system design criteria and engineering concepts, and perform advanced practical calculations.

Water Distribution Level 1 & 2

Date Mar 1 – 5
Code Online: CRN 90036
Fee \$1470 + GST

This 4.5-day course is designed to prepare the participants to write their Environmental Operators Certification Program (EOCP) exam for Water Distribution Level 1 or 2. The course provides knowledge of water distribution practices and focuses on the practical aspects of system construction, operation and maintenance.

Disinfection: Hypochlorites, Chlorine Gas, UV, Ozone and Chemical Handling

Date Mar 8 – 10
Code In-person: CRN 90024
Online: CRN 90025
Fee \$1100 + GST

This 3-day course is designed to provide operators with the skills and knowledge to safely work with disinfectants commonly used in water and wastewater systems in the Yukon. The course will primarily focus on how to safely receive, store, dispense and monitor sodium hypochlorite and chlorine gas, the two most commonly used disinfectants in the Yukon. The course will also provide an overview of the use of ultra-violet light and ozone as disinfectants, and the regulatory environment in the Yukon as it applies to water and wastewater treatment.

Leading and Managing in Public Operations 2: Project Management

Date Mar 29 – 30
Code Online: CRN 90075
Fee \$710 + GST

This 2-day course is the second part of the Leading and Managing in Public Operations series. Public sector operations have evolved into extremely complex environments, with specific skills required by staff at all levels. This course is aimed at Operations staff in Utilities and Parks/Public Works who are currently in a supervisory and management role, or who wish to move into these roles in the future. The focus of the course is to develop a more detailed understanding of Project Management concepts, through case studies and discussion of a variety of projects at different phases of execution.

Cross Connection Control Awareness

Date Mar 31
Code Online: CRN 90026
Fee \$390 + GST

This 1-day course is intended to provide the participants with an overview of cross connection control. The main objective of the course is to provide knowledge and awareness to operators regarding cross connections, legalities, hazard classifications, and methods of preventing backflow conditions pertaining to the protection of drinking water supplies.

Yukon Water and Wastewater Operator

Math Review for Small Water Systems and Bulk Water Delivery

Date	Apr 7 – 8
Code	In-person: CRN 90027 Online: CRN 90028
Fee	\$550 + GST

This 2-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 following: 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.

Basic Small Water Systems Operation

Date	Apr 12 – 16
Code	In-person: CRN 90029 Online: CRN 90030
Fee	\$1245 + GST

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

Bulk Water Delivery

Date	Apr 20 – 23
Code	In-person: CRN 90031 Online: CRN 90032
Fee	\$1000 + GST

This 3.5-day course is designed to prepare the participants to write their Environmental Operators Certification Program (EOCP) exam for Bulk Water Delivery. This course is especially recommended for prospective Bulk Water Delivery operators, and is relevant to health professionals, supervisors, technicians, and homeowners involved and/or interested in water systems.

Water Treatment Level 3 & 4

Date	Apr 26 – 30
Code	In-person: CRN 90044 Online: CRN 90045
Fee	\$1753 + GST

This 4.5-day course is designed to prepare the participants to write their Environmental Operators Certification Program (EOCP) exam for Water Treatment Level 3 or 4. The main objective of the course is to provide knowledge to operators regarding the provision of safe and reliable drinking water through advanced water treatment processes and appropriate water storage and distribution practices.

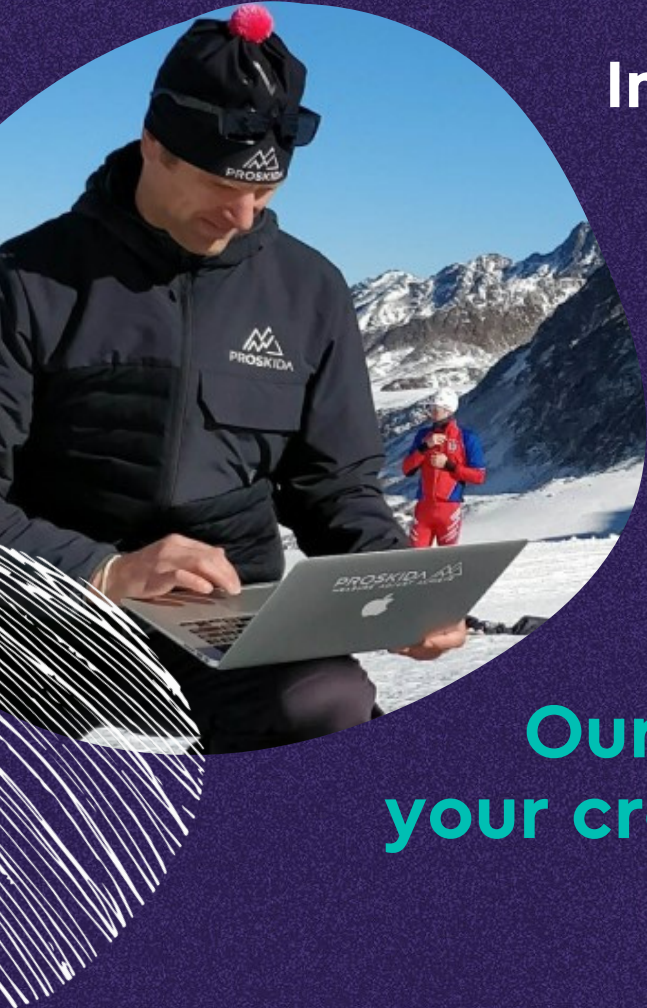
Taking Care of your Drinking Water System for Decision Makers

Date	Ongoing
Code	Online: CRN 90042
Fee	\$50 + GST

This 2-hour, online, self-paced course provides an overview of safe drinking water practices, regulatory requirements and roles of system owners and operators. Participants will gain awareness and knowledge that are critical to making good decisions about water systems in Yukon. The course is targeted at water system owners in Yukon, including Mayors, Chiefs, municipal councilors, First Nation councilors, chief executive officers, senior administrators, and territorial and federal government employees (particularly those involved in funding and education initiatives).

Innovation & Entrepreneurship

Supporting your business from concept to commercialization



Innovation funding & support

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

- I&E Innovation Fund
- Yukon Innovation Prize
- Wrap around innovation services

Our team can help make your creative solutions a reality.

Entrepreneurial education support

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

- Supporting women entrepreneurs through the Women Entrepreneurship Knowledge Hub
- ELEVATE: supporting Yukon's tourism industry through COVID-19
- Encouraging social enterprise



Business growth & scaling



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

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

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

Success story

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

Aurum Skincare BioBoreal Labs
Dawson, Yukon

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



Get in touch

innovation@yukonu.ca

867 668 8759

Toll free at 1 800 661 0504

YukonU.ca/innovation





PHOTO: CANADIAN RED CROSS

First aid & safety

Canadian Red Cross
Wilderness and remote first aid
Emergency medical responder
Confined space entry
Fall protection
Transportation of dangerous goods
The competent supervisor

Canadian Red Cross First Aid



Canadian Red Cross
Croix-Rouge canadienne

Training Partner /
Partenaire de formation

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. Our certified Canadian Red Cross First Aid training will give you a plan of action for emergencies and give you the confidence to act.

Yukon University has been offering First Aid training for over 30-years Yukon wide. As a Red Cross training partner we deliver training for all levels of First Aid. Sign up today and earn official Canadian Red Cross certification.

Standard First Aid/CPR-C

Duration 14 hours

Code FA 003

Fee \$195

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

Standard First Aid/CPR-C Recertification

Duration 7 hours

Code FA 022

Fee \$125



Update and recertify your Standard First Aid/CPR-C certification in this 7hr course.

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

Blended Standard First Aid/CPR-C

Duration 14 hours (7 hours online)

Code FA 003

Fee \$145

Increase your scheduling flexibility and reduce the in-class portion for your Standard First Aid/CPR-C training by registering for Blended SFA/CPR-C. Complete the online theory-based portion up to 30 days prior to the in-class day. Show proof of completing your online learning when you arrive for the 7 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.

Basic Life Support

Duration 4 hours

Code BLS CE01

Fee \$50

Designed to build participant confidence in performing CPR skills in a team environment for professionals with a duty to respond. This includes in-facility care providers, including nursing staff, care aides, medical and dental professionals. As well as pre-hospital care providers, which may include professionals in a fire service, rescue team, sports-medicine, lifeguards and ski patrol.

Note: 1-year certification, formerly known as CPR-HCP.

CPR-C

Duration 7 hours

Code CPR 003

Fee \$125

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.

Note: CPR-C training takes place on the first day of any Standard First Aid/CPR-C course. Contact Continuing Studies to register in this course.

CPR-C AED Recertification

Duration 3.5 hours

Code CPR 006

Fee \$50



Update and recertify your CPR-C AED certification.

Prerequisite: current CPR-C AED certification.

Canadian Red Cross First Aid

Remote First Aid/CPR-C

Duration 24 hours
Code WFA 010
Fee \$295

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 **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 \$495

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

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

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

Emergency Medical Responder Recertification

Duration 40 hours **PRE**
Code FA CE50
Fee \$625

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

Prerequisite: current Emergency Medical Responder or Advanced First Aid.

Emergency Medical Responder - Advanced First Aid

Duration 80 hours **PRE**
Code FA CE49
Fee \$1,000

This course provides the knowledge and skills necessary in an emergency to help sustain life, reduce pain, and minimize the consequences of injury or sudden illness. Emergency medical responder (EMR) is for those providing emergency response in a pre-hospital setting and in the workplace: firefighters, law-enforcement officers, workplace first aid attendant and emergency medical services personnel. Meets the Paramedic Association of Canada National Occupational Competency Profile for the practitioner level of EMR

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

Wilderness First Aid/CPR-C Recertification

Duration 20 hours **PRE**
Code WFA 013
Fee \$295

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

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

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

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

Safety training

Enform: 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 generic H2S program content to help workers work safely in and around H2S environments. You will be expected to be able to perform rescue breathing and to operate a self-contained breathing device and detector tube device. Receive an industry-standard training certificate from Enform upon successful completion of your exam.

Crane Operator

Duration 24 hours
Code RIGG CE03
Fee \$595 + GST

Gain a solid understanding of heaving lifting and proper safe operational expectations for crane operation, inclusive of the rigging and hoisting component. an intensive introduction to heavy lifting and proper safe operational expectations for crane operation, inclusive of the rigging & hoisting component. Learn how to lift with cranes and hoists while exploring different types of slings, their uses and proper storage. Build your understanding of hand signals and various knots, bends and hitches, and regulations for a safe and efficient workplace. Crane Operators in Yukon are required to carry 'proof of competence' by YWCHSB. The instructor will introduce each participant to the necessary steps to become certified by BC Crane, recognised Crane Operator certification in Yukon. Crane Operator Certification will be completed once the necessary training hours are logged and a BC Crane certified assessor has passed your practical skills assessment.

Steel-toed boots required.

Workplace Hazardous Materials Information System

Duration 3.5 hours
Code WHMS 001



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

Transportation of Dangerous Goods

Duration 3.5 hours
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 003
Fee \$195 + GST



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

Prerequisite: current Fall Protection certification

Fall Protection

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

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

Safety training

FOODSAFE Level 1

Date	Feb 13	Date	Mar 17	Date	Apr 13
Time	Sat 9am – 10am	Time	Wed 8:30am – 5:30pm	Time	Tue 8:30am – 5:30pm
Code	HLTH 004 • CRN 90150	Code	HLTH 004 • CRN 90151	Code	HLTH 004 • CRN 90152
Fee	\$95	Fee	\$95	Fee	\$95

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

The Competent Supervisor – Leading Productive and Safe Teams

Date	Jan 27 & 28
Time	W/Th • 8am – 5pm
Code	SUPR CE08 • CRN 90062
Fee	\$795 + GST

This 2-day workshop introduces three important principals you will require to be successful in your supervisory role: Safety/Environmental/Health Intelligence (SI); Technical Intelligence (TI); and Emotional Intelligence (EI). Discover a wide array of safety tools, soft skills and productivity approaches which will enable you to improve your team's safety culture while increasing productivity. Participants will be introduced to all aspects of competent supervision in practical hands-on ways. We will demonstrate how to familiarize yourself to the acts and regulations in any jurisdiction to help you understand when to refer to them appropriately.

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

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

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



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Other programming

Online courses
Kids & youth programming
Customized learning solutions

Online courses

Publish a book online? Learn a new language? Learn a computer application? Take a math refresher? You now have access to literally hundreds of courses at the click of a button!



Work at your own pace and around your own schedule and discover the difference this flexibility can make to your learning. Lessons are instructor-led and project-oriented, providing you access to expert help when you need it, and discussion forums with fellow students are available online, 24 hours a day. While class sessions run on a weekly basis, you can log in and view the core lesson – at your convenience.

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Sample courses

Business Skills

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

College readiness

- Math
- Science

Design & composition

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

Hospitality

- Event coordinating
- Catering

Health & fitness

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

Legal

- Paralegal
- Real Estate Law
- Employment Law

Arts & personal wellness

- Languages
- Creative Writing
- Pain Management

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- Instructor-led courses
- 6-week format
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- Courses start at \$189 + GST

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Technology

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

Customized learning solutions

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

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

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

For more information contact Continuing Studies at 867 668 5200 or ce@YukonU.ca or visit YukonU.ca/CE

Kids & youth programming

Science • Technology • Engineering • Math • Trades

We offer programming designed to inspire children and youth across the Yukon in the areas of Science, Technology, Engineering, Mathematics (STEM), and Trades through creative hands-on activities. Our programming provides fun, engaging, culturally enriched activities that encourages children and youth to explore their sense of wonder. Children are introduced to exciting activities that promote discovery, rewards curiosity, and leaves children amazed at what they can do.



After school STEM Programs will run January 19 to April 21, 2021. Advanced registration is required.

Email at camps@yukonu.ca or visit the website at <https://www.yukonu.ca/programs/continuing-education/kids-programs>

Sustainable STEM Club

7 – 8 year olds / 9 – 10 year olds

Science experiments, coding robots, and team design challenges all with a focus on sustainability for the future! Whether your child is just getting curious or is already obsessive about STEM, these activities will get them engaged with a meaningful and innovative approach.

Girls Tech Club

7 – 10 year olds

Girls face distinct barriers when developing STEM skills and seeing themselves as future experts in STEM fields. Our girls' clubs are designed to build confidence, introduce participants to experienced female mentors working in STEM, and show them how fun and innovative technology can be.

Coding & Robotics Club

11 – 13 year olds

Robots, coding challenges, science experiments – we've got it all! Whether your youth is coding-curious or robot-crazy, we want to engage them in this hands-on program to build new skills and confidence in technology.



The following programs are available for **in-classroom STEM Training**.

For more information regarding these please contact the Program Coordinator. 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.



Continuing Studies

867 668 5200

ce@yukonu.ca

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