



Yukon
University

Continuing Studies

January – June 2024



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Sixty years strong and growing.
Training today for generations to come.

Continuing Studies at YukonU offers flexible learning opportunities to help you continue your education, upgrade your skills or discover something entirely new. YukonU develops our suite of personal and professional development courses around a commitment to advancing the interests and lives of Yukoners, like you. We hope to inspire dreams, reveal passions and change lives throughout the territory.

Courses are led by industry leaders, local and national experts. YukonU can customize any of our training opportunities to meet the learning solutions you need—right here at home in the Yukon—and inspire the very best in you, our learner.

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

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.

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Professional development

Essential skills for professionals
Project management
Accounting, financial and computer skills
Human resources
Drone training

Essential skills for professionals

Instructor bio



A Yukoner for 34 years, Sue Meikle has worked and volunteered in the non-profit, private and government sectors, with a particular focus on training and equipping people and organizations with tools to build personal professional development and organizational capacity.

Sue believes in the value and importance of life-long learning. Over the years, she has supported this belief by providing workshops, courses and training to Yukoners in rural communities and Whitehorse.

An instructor with Yukon University since 2021, Sue delivers in-person and interactive courses related to professional development and encourages participants to learn from both the course content and from each other's experiences and skill set. Never stop learning!

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.

Introduction to Facilitation

Date Feb 7 and 8
Time Tue/Wed
9am – 4:30pm/9am – 12:30pm
Code FACI CE03 • CRN 90027
Fee \$289 + GST

As the facilitator in any given setting, your role is multifaceted and pivotal in guiding the process toward successful outcomes in professional and volunteer settings. This introductory course is designed to explore, cultivate and refine your facilitation abilities. Whether you work with small groups or large gatherings, the fundamental principles of facilitation will apply, and we'll show you these concepts through stories, templates, and useful tools. After completion, you'll have a practical grasp of facilitation, including defining your role, setting goals, selecting appropriate techniques and conducting post-facilitation assessments.

Essential Administrative Professional

Date Mar 8
Time Fri • 9am – 4pm
Code ADMN 008 • CRN 90035
Fee \$299 + GST

Administrative assistants play a key role in most office environments. This course will give new administrative assistants the core skills that will help them use resources efficiently, manage time wisely, communicate effectively and collaborate with others skillfully. Experienced administrative assistants will learn new tools that will make them more efficient and valuable than ever in the workplace.

Communication Strategies

Date Feb 20 and 22
Time Tue/Thur • 9am – 4:30pm
Code PERS CE02 • CRN 90038
Fee \$499 + GST

In this two-day course, you will tackle several key aspects of effective communication in the workplace and in your everyday life. You will learn to recognize and address common communication issues, develop essential questioning skills and understand the subtle language of non-verbal cues—enabling you to convey and interpret messages more accurately. Further, you'll develop the art of active and empathetic listening, a valuable skill in building strong connections and mutual understanding. The course will provide you with the tools to approach challenging situations more effectively, promoting respectful and open communication in both personal and professional realms.

Professional Minute-Taking

Date Apr 5
Time Fri • 9am – 4pm
Code MINU 001 • CRN 90036
Fee \$299+ GST

Establish yourself as the minute-taking expert in your volunteer role or workplace! This one-day course covers meeting preparation, understanding various meeting types, and adapting to their specific goals and contexts. You'll learn to create well-structured agendas, identify the vital elements of excellent minutes, and employ valuable tips and tricks to enhance your minute-taking skill set. Through hands-on practice and provided templates, you'll refine your minute-taking and writing skills, ensuring efficiency and consistency in your role.

Essential skills for professionals

Governance 101 for Yukon Non-Profit Organizations

NEW

Date Feb 21
Time Wed • 9am – 4:30pm
Code MANG CE 08 • CRN 90033
Fee \$299 + GST

This course, tailored for Directors and Staff of Yukon non-profit organizations, equips you with fundamental knowledge and tools to enhance your organization's governance. Through interactive methods like storytelling, exercises and discussions, it delves into the essentials of good governance. Topics encompass the significance of governance for your organization, the various board types and their governance models, promising practices for effective governance, common obstacles, foundational documents and governance tools. It also clarifies the roles, responsibilities and the board-staff relationship within board operations.

Event Planning Fundamentals

Date Apr 3
Time Wed • 9am – 4:30pm
Code PLAN CE06 • CRN 90032
Fee \$299 + GST

The most frequently asked question in event planning is "where to start?" Regardless of whether your event is brief or lengthy, simple or complicated, the foundational concepts, principles and processes of event planning remain consistent. This one-day course aims to bring clarity to the event planning process and provide you with a range of practical tools, templates and resources. You will explore four specific modules, each focused on a distinct phase of the planning process: Initiating, Building the Work Breakdown Structure, Building the Workforce and Preparing for Implementation. These modules collectively serve as a step-by-step guide, leading you through the entire process of event planning and ensuring the success of your event.

Presenting with Confidence

Date Mar 6
Time Wed • 9am – 4:30pm
Code PERS CE06 • CRN 90034
Fee \$299 + GST

If your job or volunteer role requires you to give presentations, this course is for you! Whether you're presenting in a staff meeting or at a conference, effective presenting hinges on conveying a clear message to your audience using practical techniques and strong communication skills. Divided into three modules: Prepare, Practice and Present, this course will provide you with a strong foundation to improve your presentation skills. Key topics covered include essential preparation, developing strong communication skills, structuring your presentation for maximum impact, and considerations related to body language, equipment and the presentation environment.

The Outstanding Executive Assistant

Date Apr 12
Time Fri • 9am – 4pm
Code ADMN CE04 • CRN 90041
Fee \$299 + GST

The executive assistant (EA) in today's professional landscape has evolved from the traditional supporting role to that of a strategic partnership. EAs are expected to not only provide administrative support but also be responsible for strategic counsel, technical expertise and critical analysis. A demanding role like this requires expert-level skills. Every executive assistant will have to develop a unique skill set based on their executive's responsibilities, personality and communication style. In this one-day course, you will explore battle-tested skills top executive assistants swear by and discover tools to elevate your EA game.

Business Writing that Works

Date Apr 16 and 18
Time Tue/Thur • 9am – 4:30pm
Code WCOM CE03 • CRN 90039
Fee \$499 + GST

In the business writing arena, excellence is defined by clear, concise and effectively articulated content. It's a craft that demands effort and even the most accomplished writers encounter moments of frustration. This two-day course is designed to equip you with the tools needed to become a more proficient writer and boost your confidence in your writing skills. Upon course completion, you'll appreciate impactful written communication and possess the skills for clear, concise and error-free content. These skills will be readily applicable in real-world scenarios, and you'll understand the appropriate formats for memos, letters, emails, press releases and brief reports.

Records Management for Administrative Professionals

Date Apr 19
Time Fri • 9am – 4pm
Code RECM CE02 • CRN 90037
Fee \$299 + GST

As an administrative professional, do you ever struggle to organize and manage records? Juggling multiple client files, tracking expirations and organizing documents can become overwhelming. For administrative professionals seeking to streamline their record management, this course is tailored to simplify the process! It equips you with essential features and benefits to save time and enhance organizational efficiency. You'll learn practical strategies for managing incoming and outgoing records seamlessly, along with accurate tracking of dates, approvals and other critical data. The course will also empower you with the knowledge and tools to implement sustainable long-term record management procedures.

Essential skills for professionals

Emotional Intelligence

Date	Feb 28
Time	Wed • 9am – 4:30pm
Code	LEAD CE12 • CRN 90042
Fee	\$299 + GST

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 is a pivotal factor in personal and professional success. In this one-day course, you will 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.

Conflict Resolution

Date	Mar 4 and 5
Time	Mon/Tue • 9am – 4:30pm
Code	CR CE02 • CRN 90026
Fee	\$499 + GST

Contrary to common perception, conflict isn't solely a negative encounter but can serve as a crucial element in our personal growth and development. This two-day course is designed to equip you with the skills necessary to effectively resolve conflicts and attain mutually beneficial outcomes. You will delve into understanding the nature of conflict, its potential for escalation, and the various types and stages it can take. You will also explore the five most prevalent conflict resolution styles and how to use them. The course will further emphasize the significance of non-verbal and verbal communication skills and explore effective intervention skills. Ultimately, you will gain insights into managing conflicts in ways that enhance productivity and performance in both personal and professional contexts.

Project management

YukonU can support your professional development through a comprehensive series of project management courses and certificate programs.

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

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



Project Management Essentials: Part 1

Date	Feb 12 – 14	Code	PROJ 001 • CRN 90028
Time	Mon/Tue/Wed • 9am – 5pm	Fee	\$997.50 + GST



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

Project Management Essentials: Part 2

Date	Feb 15 and 16	Code	PROJ 003 • CRN 90029
Time	Thur/Fri • 9am – 5pm	Fee	\$997.50 + GST



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

Project Management for Admin Professionals

Date	Apr 24 and 25	Code	PROJ CE02 • CRN 90031
Time	Wed/Thur • 9am – 5pm	Fee	\$997.50 + GST



Designed for executive assistants and other administrative professionals, this course will help you discover how to apply project management processes for supporting multiple people and projects in a team setting. Learn how to plan, prioritize and manage projects on time, on budget, while meeting stakeholder expectations. This course will provide an opportunity to work on case studies within groups to provide insight into working with others and how to use the techniques presented to achieve a successful project outcome. Earn Professional Development Unit (PDU) credits from the Project Management Institute (PMI).

Project Management Professional/Certified Associate in Project Management Exam Certification Prep

Date	Feb 26 – 28 and Mar 4 – 8	Code	PROJ 002 • CRN 90030
Time	Mon – Fri • 9am – 5pm	Fee	\$1,997.50 + GST



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

Accounting, financial, and computer skills

Gain a comprehensive skill set with our suite of courses covering accounting, financial management, and computer skills. Elevate personal financial expertise and enhance computer proficiency for a well-rounded professional toolkit.

Managing Personal Finance

NEW

Date Apr 26
Time Tue • 9am – 4pm
Code MANG CE05 • CRN 90025
Fee \$249 + GST

In this one-day course, you will learn how to reduce or eliminate debt, achieve financial stability and benefit from personal budgeting. You'll discover how to set financial goals, identify areas for potential spending cuts, gain insight into managing expenses and determine the tools required to stay within your budget.

Excel Level 1

Date Feb 12 – 26
Time Mon/Wed • 6pm – 9pm
Code EXCL 001 • CRN 90045
Fee \$499 + GST

Simplify spreadsheet creation with this beginner's course on Microsoft Excel! You'll start with a detailed introduction to the interface and get hands-on experience with various topics. Learn to use the Quick Access Toolbar and the Ribbon; enter text, numbers, dates and times; manipulate rows and columns; work with formulas; format your worksheets and add cell borders. By the end of this course, you'll be confident in using Excel to create user-friendly, efficient and professional spreadsheets.

Excel Level 2

Date Mar 25 – Apr 10
Time Mon/Wed • 6am – 9pm
Code EXCL 002 • CRN 90046
Fee \$499 + GST

PRE

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

Prerequisite: Excel experience or completion of Excel Level 1.

Customized courses

Are you looking at providing customized training for your staff or team members? We can support you! We can customize many of our professional training opportunities, right here at home in the Yukon.

Our team will work with you to design and provide customized learning experiences, drawing from relevant northern content. Whether face-to-face or online, we'll provide the training required to empower your team in achieving personal and organizational success.

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

Your vision, mission and goals matter—we can help you bring them to life.

Our past and present clients include Yukon Government Departments of Health and Social Services, Highways and Public Works, Energy Mines and Resources; Yukon Energy Corporation; Yukon Workers' Compensation Health and Safety Board; Tr'ondëk Hwëch'in Government and Teslin Tlingit Council. We can customize any of our training programs for your organization or team.

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

Continuing Education
867 668 5200
ce@yukonu.ca
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.

Onboarding and Mentoring

Date Jan 24 • Wed • 9am – 4:30pm
Jan 25 • Thur • 1pm – 4:30pm
Jan 31 • Wed • 9am – 4:30pm
Code HRAC 005 • CRN 90048
Fee \$595 + GST

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

Performance Management & Coaching NEW

Date Apr 10 • Wed • 9am – 4:30pm
Apr 11 • Thur • 1pm – 4:30pm
Apr 17 • Wed • 9am – 4:30pm
Code HRAC 006 • CRN 90049
Fee \$595 + GST

Assuring employees fully develop—and maintain—optimal performance is an essential component of successful organizations. 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.

Total Rewards & Engagement NEW

Date May 29 • Wed • 9am – 4:30pm
May 30 • Thur • 1pm – 4:30pm
June 5 • Wed • 9am – 4:30pm
Code HRAC 003 • CRN 90057
Fee \$595 + GST

Learn the value of a total rewards strategy for your workplace by exploring the attraction, retention, motivation, and engagement of employees. A well-designed total rewards plan is integral to building a high performing culture and driving employee engagement. Explore the intrinsic and extrinsic motivational theories and factors that drive engagement. In this course, you will examine the current labour market and create, modify, or refresh your total rewards strategy to position you in the market. This course is designed for managers, leaders, human resource professionals who manage or contribute to their total reward programs or those looking to enhance their knowledge base surrounding engagement.

Drone training

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

Date Mar 4 – 8
Time Mon – Fri • 9am – 4:30pm
Code HRAC 005 • CRN 90000
Fee \$595 + GST

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

We'll 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.



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

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

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

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

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



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

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

Date Jan 18
Time Thur • 10 – 11:30am
Code JUST CE112 • CRN 90019
Fee FREE



Instructors: Erin Legault and Meg Grudeski
Delivered remotely via Zoom.
Registration deadline: Jan 11

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

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

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

Date Jan 24 – Feb 21
Time Wed • 9:30 – 11am
Code JUST CE 106 • CRN 90050
Fee \$250 + GST

Instructors: Hospice Yukon
Delivered remotely via Zoom.
Registration deadline: Jan 22

The role of caregiver often involves grief—both our own and the grief of those we care for. Developing awareness of the complex and often hidden losses that affect caregivers can help you feel more confident and satisfied in your role. This course is geared to the unique needs of family and professional caregivers.

Some topics are:

- The nature of grief and how it affects caregivers.
- Understanding cumulative, anticipatory and ambiguous loss.
- Identifying compassion fatigue and burnout.
- Information about mindfulness and stress reduction.

De-escalating Potentially Violent Situations

Date Feb 20
Time Tue • 9am – 4:30pm
Code JUST CE75 • CRN 90052
Fee \$299 + GST and
\$269 + GST early bird registration by Jan 30

Instructor: Nataschaa Chatterton,
Crisis & Trauma Resource Institute
Delivered in-person: Yukon University,
Ayamdigut Campus, Rm C1440
Registration deadline: Feb 6 through YukonU. Late registration until Feb 19 through CTRI by emailing sam@ctrinstitute.com

For those who work in an environment where there is potential for violence, it is important to develop the skills needed to defuse dangerous situations. This 1-day 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.

This is an introductory-intermediate level workshop intended for anyone wanting to learn more about violence and interpersonal strategies useful in de-escalating the imminent threats of violence. At the end of this workshop, you should be able to:

- Understand the role of anger in violent incidents.
- Identify your own styles of interaction.
- Describe a framework for defusing potentially violent situations.
- Identify potential risk factors.
- Apply the principles learned to your own environment.

Topics include:

- the physical violence spectrum
- rating your workplace risk levels
- anger cycle and escalation
- anger styles assessment questionnaire
- warning signs of potential for violence
- approaching, containment and problem-solving strategies
- the aggression defusing process
- when and how to disengage
- special considerations for unique situations
- addressing enablers of violence

Applied Suicide Intervention Skills Training (ASIST)

Date Feb 28 and 29
Time Wed/Thur • 8:30am – 4pm
Code ASIS 002 • CRN 90021
Fee \$225 + GST

Instructors: Erin Legault and Meg Grudeski
Delivered in-person: Ayamdigut Campus, YukonU, Rm C1530
Registration deadline: Feb 21

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.

FASD-Informed Support

Date Feb 8
Time Thurs 8:30am – 4:30pm
Code FASD 010 • CRN 90054
Fee \$50 + GST

Instructors: Fetal Alcohol Syndrome Society Yukon (FASSY)
Delivered in-person: Ayamdigut Campus, YukonU, Rm T1023
Registration deadline: Feb 1

Fetal alcohol spectrum disorder (FASD) has been a topic of discussion for the last 50 years yet it remains shrouded in questions. This 1-day introductory course seeks to answer some of the uncertainties around this misunderstood disability. This course may benefit anyone wanting to learn the basics of how this disability occurs, how it impacts people in various ways and how to best respond to someone who may or may not have FASD. This course approaches FASD with respect, dignity and a commitment to uphold inherent human worth for all people impacted by prenatal alcohol exposure. Dispel the myths and learn the most up-to-date research around FASD in this full-day learning opportunity.

At the end of this course, you should be able to:

- Better understand why FASD is not 100% preventable.
- Have an understanding of the volume of people impacted by FASD.
- Gain an understanding of how to create more productive environments for people impacted by this disability.

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

Date Mar 28
Time Thur • 10 – 11:30am
Code JUST CE111 • CRN 90022
Fee FREE



Instructors: Erin Legault and Meg Grudeski
Delivered remotely via Zoom.
Registration deadline: Mar 21

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.

Administrative Justice: Advanced Decision-Writing for Decision-Makers

Date Apr 16 – 17
Time Tue/Wed • 9am – 4:30pm
Code JUST 004 • CRN 90092
Fee \$450 + GST



Instructors: Bruce Willis and Ron Veale
Delivered in-person: Ayamdigut Campus, YukonU, Rm T1023
Registration deadline: Apr 9

Advanced Decision-Writing is intended for those appointed to quasi-judicial boards or tribunals, particularly those who will be writing decisions on behalf of the board or tribunal. This course was developed by the B.C. Council of Administrative Tribunals. Yukon context information is provided in course handouts and by the instructor.

By the end of the course, you will be able 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 your board or tribunal context.

Prerequisite: Administrative Justice: Practice and Procedures for Decision-Makers.

Coping During Crisis

Date Feb 8
Time Thur • 9 – 10am
Code JUST CE103 • CRN 90020
Fee FREE



Instructors: Liza Manolis and Brenda Jenner
Delivered remotely via Zoom.
Registration deadline: Feb 1

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.

Motivational Interviewing

Date Apr 16
Time Tue • 9am – 4:30pm
Code JUST CE118 • CRN 90058
Fee \$299 + GST and
\$269 + GST early bird registration by Mar 26

Instructors: Ofelia Tatu, Crisis & Trauma Resource Institute
Delivered in-person: Ayamdigut Campus, YukonU, Rm C1440
Registration deadline: Apr 2 through YukonU. Late registration until Apr 15 through CTRI by contacting sam@ctrinstitute.com

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.

Wellness Strategies

NEW

Date	Apr 3	Fee	\$299 + GST and
Time	Wed • 9am – 4:30pm		\$269 + GST early bird
Code	CE119 • CRN 90066		registration by Mar 13

Instructors: Kaelin Sheaden, Crisis & Trauma Resource Institute
Delivered in-person: Yukon University, Ayamdigut Campus, Rm C1440
Registration deadline: Mar 20 through YukonU. Late registration until Apr 2 through CTRI by contacting sam@ctrinstitute.com

In many organizations it is common to find employees suffering from the adverse effects of stress. In the helping field, there are additional factors related to the nature of supporting people that can contribute to compassion fatigue or secondary trauma symptoms. Left unmanaged, stress can lead to unproductive patterns and result in loss of focus, motivation and productivity. This workshop will help you identify personal stress factors and introduce you to practical methods for successfully managing stress. You will have the opportunity to develop a personalized plan to repair negative effects of stress as well as accelerate your resilience.

This is an introductory level 1-day workshop for anyone working in the helping profession.

At the end of this workshop, you should be able to:

- Identify the causes and signs of burnout, compassion fatigue and compassion satisfaction.
- List areas of strength and vulnerability in your own work wellness.
- Describe skills for reducing stress and increasing resilience.
- Identify areas of organizational health and vulnerability.

Topics include:

- wellness in the helping profession
- workplace factors related to wellness
- stress, burnout, compassion fatigue and compassion satisfaction
- red flags—our cue to pause
- a holistic approach to wellness
- healthy coping strategies
- organizational strategies to support wellness
- the role of resiliency

Introduction to Mindful Self-Compassion

Date	Jan 9 – Feb 13	Code	JUST CE79 • CRN 90061
Time	Tue • 1:30 – 3pm	Fee	\$200 + GST

Instructor: Marcia Burton
Delivered remotely via Zoom.
Registration deadline: Jan 5

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.

Ethics of Helping

NEW

Date	Mar 19	
Time	Tue • 9am – 4:30pm	
Code	JUST CE73 • CRN 90053	
Fee	\$299 + GST and \$269 + GST early bird registration by Feb 27	

Instructors: Kaelin Sheaden, Crisis & Trauma Resource Institute
Delivered in-person: Yukon University, Ayamdigut Campus, Rm C1440
Registration deadline: Mar 5 through YukonU. Late registration through until Mar 18 through CTRI by contacting sam@ctrinstitute.com

It is very common for anyone working in the helping profession to encounter ethical dilemmas. Ethics are at the heart of competent and effective practice for anyone in the helping field, particularly when managing boundaries and relationships. This 1-day, introductory level workshop is designed to give you and your organization an opportunity to review common principles and standards for ethical practice that are relevant for your settings. You will practice using an ethical decision-making process to work through common areas of ethical concerns and leave with a stronger awareness of your own ethical base.

At the end of this workshop, you should be able to:

- Define the concept of ethics and how it applies within the helping profession.
- Describe the common values and principles that guide codes of ethics in helping professions.
- Identify steps in a process for ethical decision-making.
- Describe ethical considerations for boundaries and cultural competence in the workplace.

Topics include:

- boundaries and ethics
- what's involved with building ethical competence
- common principles in helping professions
- an ethical decision-making process
- common standards of practice
- confidentiality and limits to confidentiality
- helper and client boundaries
- cultural and diversity competence
- ethical technology

Administrative Justice: Practice and Procedure for Decision-Makers

Date	Apr 10 – 12	Code	JUST 006 • CRN 90090
Time	9am – 4:30pm (Wed/Thur); 9am – 12pm (Fri)	Fee	\$600 + GST

Instructors: Bruce Willis

Delivered in-person: Yukon University, Ayamdigut Campus, Rm C1440

Registration deadline: Apr 2

Practice and Procedures for Decision-Makers is intended for those who have been newly appointed to quasi-judicial boards or tribunals. The course was developed by the B.C. Council of Administrative Tribunals. Yukon context information is provided in course hand-outs and by the instructor. This course is designed to provide you with a better understanding of your role and responsibilities as tribunal or board member and includes the following modules:

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

Note: This course is a prerequisite for Administrative Justice: Advanced Decision-Writing for Decision-Makers.

Grief and Frontline Professions

Date	May 22 and 23	Code	JUST 014 • CRN 90055
Time	Wed/Thur • 9am – 4:30pm	Fee	\$325 + GST

Instructors: Hospice Yukon

Delivered in-person: McClintock Bay Adventures, 45 minutes from downtown Whitehorse

Registration deadline: May 20

Many jobs that involve helping others also often involve loss and grief. The way you respond to grief directly impacts the quality and sustainability of your work. This 2-day workshop offers:

- An in-depth look at how we grieve.
- Skills and resources for supporting others through difficult times.
- Practical tools for reducing stress and finding balance in your professional life.
- The opportunity to feel renewed and better able to support yourself, your co-workers and your clients.

Who should attend? Nurses, social workers, teachers, therapists, NHAs, counsellors, RCMP, childcare workers, EMS staff, First Nation health workers and others.

Yukon First Nations (YFN) 101

Date	Mar 6 – 7	Code	YFN 001 • 90069
Time	Wed/Thur • 1:00pm – 4:30pm	Fee	\$325 + GST

Instructors: First Nations Initiatives, YukonU

Delivered livestream via Zoom.

Registration deadline: Feb 28

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

Understanding Legislation

Date	Apr 15
Time	Mon • 9am – 4:30pm
Code	JUST 019 • CRN 90091
Fee	\$175 + GST

Instructors: Bruce Willis

Delivered in-person: Yukon University, Ayamdigut Campus, Rm C1440

Registration deadline: Apr 8

If you are new to working with legislation and regulations, or if you want to expand your understanding of the purpose, development and application of these tools, this training may meet your needs. This workshop introduces non-lawyers to the theory and practice of interpreting legislation and regulations. No previous coursework in law is required to take this course.

The workshop will be delivered in seven short modules. Modules 1–6 will provide you with background useful to reading, understanding and working with legislation and regulations. Module 7 offers an opportunity to practice drafting guidelines or policies and share what is learned during that exercise.

Module 1: Sources of law and statutes

Module 2: Legal research for legislation and regulations

Module 3: Legislative development, elements and review

Module 4: Roles and rules

Module 5: Terms, meanings, conventions and applications

Module 6: Specific rules of interpretation

Innovation and Entrepreneurship

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



Yukon Communities Small Business Network

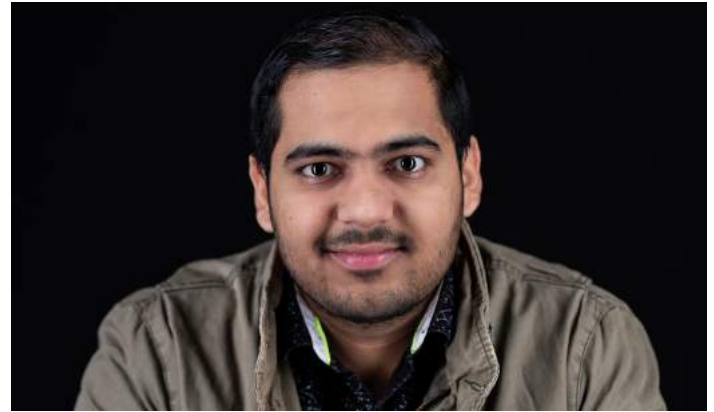
You are devoted to serving your community and we are devoted to supporting you. I&E works with local partners throughout Yukon communities to offer you workshops and skills so you can do what you do best, in a way that is financially sustainable. Learning from the needs of communities, we support YukonU's 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

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



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

PHOTO: GBP-CREATIVE



Industry training

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

Yukon Water and Wastewater Operator Program


Everything depends on water. These courses will help you gain the skills needed to work in the drinking water and water sanitation sectors.

Courses are approved for Environmental Operators Certification Program (EOCP) Continuing Education Units (CEUs) and are available in-person and

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


Visit YukonU.ca/YWWOP for more information.

Water Treatment Level 1 & 2 Asynchronous

Date	Jan 10 – Apr 15	
Time	Self-paced	
Code	WO031A • CRN 90023	
Fee	\$750 + GST	

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.

Basic Hydrology

Date	Jan 11	
Time	Thur • 8:30am – 4pm	
Code	WO036 Classroom CRN 90001 Online CRN 90002	
Fee	\$390 + GST	


This course is designed to increase your knowledge in basic hydrogeology principles, which include aquifer types and properties, groundwater flow direction, groundwater as a potable water source, sources and migration of contaminants, water chemistry, groundwater remediation and groundwater under the direct influence of surface water.

UV Disinfection

Date	Jan 12
Time	Fri • 8:30am – 4pm
Code	WO 046 • CRN 90003
Fee	\$390 + GST

This 1-day course is designed to increase your knowledge as a water and wastewater operator in the basic understanding, application, proper operations and maintenance of an ultraviolet (UV) disinfection reactor.


Water Distribution Level 1 & 2

Date	Jan 15 – 19	
Time	Mon – Thur 8:30am – 4pm	
Code	WO002 Classroom CRN 90004 Online CRN 90005	
Fee	\$1,470 + GST	

This 4.5-day course is designed to prepare you to write the Environmental Operators Certification Program (EOCP) exam for Water Distribution Level 1 or 2 (required by Yukon Government Regulation). The course provides a basic knowledge of water distribution practices and focuses on the practical aspects of system construction, operation and maintenance. Upon successful completion, you will be able to practice safe procedures in the workplace, do operator mathematics and practical calculations, recognize types of storage methods, and understand how to do well operations and maintenance. You will also be able to identify water quality; carry out proper water sampling; determine the importance of disinfection and components of water treatment; categorize commonly used valves, hydrants and meters; recognize basic types of engineering drawings and pipe materials; understand mainline construction, service installations and recognize cross connections. Finally, you will learn how to protect water against contamination, do system maintenance and recognize various types of pumps along with their components and operations.

Yukon Water and Wastewater Operator Program

Wastewater Collection Level 1 & 2

Date	Jan 22 – 26	
Time	Mon – Fri 8:30am – 4pm	
Code	WO002 Classroom CRN 90006 Online CRN 90008	
Fee	\$1,470 + GST	

This 4.5-day course is designed to prepare you to write the Environmental Operators Certification Program (EOCP) certification exam for Level 1 or 2 Wastewater Collection. This course provides a basic knowledge of wastewater collection practices and focuses on the practical aspects of system construction, operation and maintenance.

Cross Connection Control Awareness

Date	Jan 30
Time	Mon • 8:30am – 4pm
Code	WO016 • CRN 90009
Fee	\$390 + GST

This 1-day course provides an overview of cross connection control. The information in this course is not intended to be used as a sole source of information for a cross connection control program. The main objective of the course is to provide you, as an operator, with knowledge and awareness of cross connections, legalities, hazard classifications and methods of preventing backflow conditions pertaining to the protection of drinking water supplies.

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

Date	Jan 31 – Feb 2
Time	Wed – Fri • 8:30am – 4pm
Code	WOCE66 • CRN 90010
Fee	\$1,000 + GST

This 3-day course is designed to provide you with the skills and knowledge to safely work with the disinfectants in common use in water and wastewater systems in the Yukon. The course will primarily focus on the requirements to safely receive, store, dispense and monitor the two disinfectants in most common use in the Yukon—sodium hypochlorite and chlorine gas. The course will also provide an overview of the regulatory environment in the Yukon as it applies to water and wastewater treatment, the use of ultraviolet (UV) light and ozone as disinfectants, and the mathematical skills required to calculate the various dosages of chemicals used in chlorine base disinfection.


Operators who are considering writing an Environmental Operators Certification Program (EOCP) exam in the future will find that this course covers many elements that the EOCP considers to be core knowledge for operators seeking certification in the following disciplines: small water systems (SWS), water distribution systems (WD) and water treatment systems (WT). The course will also cover topics that the EOCP considers to be related knowledge for operators of wastewater treatment (WWT), small wastewater treatment (SWWS) and wastewater collection (WWC) systems.

Water System Liabilities, Responsibilities, Operation and Maintenance

Date	Feb 9
Time	Fri • 8:30am – 12pm
Code	WO CE75 • CRN 90011
Fee	\$205 + 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 or Level 1 Wastewater Treatment operators and is relevant to health professionals, supervisors, technicians, and homeowners involved and/or interested in wastewater systems.

Water Treatment Level 1 & 2

Date	Feb 12 – 16	
Time	Mon – Fri 8:30am – 4pm	
Code	WO 031 Classroom CRN 90012 Online CRN 90013	
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 or Level 1 Wastewater Treatment operators and is relevant to health professionals, supervisors, technicians, and homeowners involved and/or interested in wastewater systems.

Yukon Water and Wastewater Operator Program

Small Water System Operator Lab

Date	Feb 19 – Mar 1
Time	Mon – Fri • 12:30 – 4pm
Code	WO 001L • CRN 90014
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.

Upon successful completion of the course, you will be able to:

- Recognize and explain the purpose of common water system equipment and components.
- Perform and record daily water system checks.
- Execute and record common water system maintenance tasks following standard operating procedures and a maintenance schedule.
- Follow safety procedures relevant to water system operations.
- Execute start-up and shut-down of water treatment plants following standard operating procedure.
- Perform and record water quality sampling and analysis.

Water Distribution Level 3 & 4

Date	Mar 4 – 8
Time	Mon – Fri • 8:30am – 4pm
Code	WO CE55 • CRN 90015
Fee	\$1,753 + GST

This 4.5-day course is designed to prepare you to write the Environmental Operators Certification Program (EOCP) exam for Water Distribution Level 3 or 4 (required by Yukon Government Regulation). The course provides the knowledge and understanding required to construct, repair and maintain water distribution systems at an intermediate to advanced level. You will evaluate operational processes and associated equipment, become knowledgeable in system design criteria and hydraulic concepts, and perform advanced practical calculations.

Bulk Water Delivery

Date	Mar 25 – 28
Time	Mon – Thur 8:30am – 4pm
Code	WO010 Classroom CRN 90016 Online CRN 90017
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.



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!

Centre for Northern Innovation in Mining

The Centre for Northern Innovation in Mining (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.



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.

Environmental Monitoring Certificate program

Responsible natural resource management decisions depend on reliable information from the field. The Environmental Monitoring Certificate program equips First Nations students with technical skills and knowledge to conduct environmental monitoring tasks associated with entry-level positions with First Nation or other governments, industry, field researchers or environmental services companies.

In this program, you will learn a variety of methods to collect and record observations, report them to decision makers in a professional manner and repeat to look for change over time. The 10 credit courses are modular and are delivered primarily at remote industrial and research locations around the Yukon in camp settings. Courses are complemented with a number of non-credit safety and operator certifications. The program will normally be completed within two years, with eight-day modules delivered approximately every one or two months, allowing you to continue with work and life obligations while earning your certificate. The program focuses on both western scientific and traditional Indigenous methods of monitoring environmental conditions. Open to First Nations citizens with grade 10-level English and math credits.

Environmental Monitoring Certificate program

NEW

Duration 10 weeks over two years
Fee \$15,000



Customized learning solutions

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

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

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

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

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

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



PHOTO: GBP CREATIVE

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.

Contact:
Ginny Coyne
Centre for Northern
Innovation in Mining
867 334 3666
vcoyne@yukonu.ca
YukonU.ca/CNIM

Commercial Driver Knowledge Review Course

NEW

Duration 12 hours
Fee \$250

Class 1 Driver Training

NEW

Duration 12 hours
Fee \$250

Class 3 Driver Training

NEW

Duration 12 hours
Fee \$250

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.



Canadian Red Cross
Croix-Rouge canadienne

Training Partner /
Partenaire de formation

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

Blended Standard First Aid/CPR-C

Duration 14 hours (7 hours online)
Code FA 003
Fee \$175

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

CPR-C AED Recertification

Duration 3.5 hours **RE** **PRE**
Code CPR 006
Fee \$75

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

Prerequisite: current CPR-C AED certification.

Standard First Aid/CPR-C

Duration 14 hours
Code FA 003
Fee \$215

This comprehensive, 2-day course offers first aid and cardiopulmonary resuscitation (CPR) skills for those who need training for work requirements or who want more knowledge to respond to emergencies at home. The course covers the latest first aid guidelines, and meets federal and a variety of provincial/territorial regulations for Standard First Aid and CPR, while exceeding competitors' standards by including injury prevention content and AED.

Standard First Aid/CPR-C Recertification

Duration 7 hours **RE** **PRE**
Code FA 022
Fee \$135

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

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

Basic Life Support (BLS)

Duration 4 hours
Code BLS CE01
Fee \$75

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

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

CPR-C

Duration 7 hours
Code CPR 003
Fee \$135

Learn to think, react and improvise in emergency situations from the leader in first aid—the Canadian Red Cross. CPR-C training covers one-rescuer CPR, choking, barrier device/pocket masks, AED use and external bleeding for adults/children/babies.

Canadian Red Cross first aid

Remote First Aid/CPR-C

Duration 20 hours
Code WFA 010
Fee \$325

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

Duration 12 hours
Code WFA 012
Fee \$175



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.

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

Wilderness First Aid/CPR-C

Duration 40 hours
Code WFA 011
Fee \$525

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

Duration 20 hours
Code WFA 013
Fee \$325



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
ce@yukonu.ca
YukonU.ca/CS

Emergency Medical Responder - Advanced First Aid

Duration 80 hours
Code EMR 001
Fee \$1,200



This course provides the knowledge and skills necessary in an emergency to help sustain life, reduce pain and minimize the consequences of injury or sudden illness. Emergency Medical Responder (EMR) is for those providing emergency response in a pre-hospital setting and in the workplace: firefighters, law enforcement officers, workplace first aid attendants and emergency medical services personnel. Meets the Paramedic Association of Canada National Occupational Competency Profile for the practitioner level of EMR. You will need to pick up your *Emergency Care for Professional Responders* textbook two weeks ahead of the class to pre-read.

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

Emergency Medical Responder Recertification

Duration 40 hours
Code EMR 002
Fee \$650



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.

Crane Operator

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

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


Steel-toed boots required.

FOODSAFE Level 1

Duration 8 hours
Code HLTH 004
Fee \$125

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


Workplace Hazardous Materials Information System (WHMIS)

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

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

Safety training

Transportation of Dangerous Goods (TDG)

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


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

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
Fee	AB 001
Code	\$525 + 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 youth programming

Science • Technology • Engineering • Math • Trades

Youth Moving Mountains (YMM) is excited to offer winter programming that engages youth ages 6 – 19 and educators 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.



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.

Winter After-School Clubs: From January to April 2024, YMM will run free weekly STEM and trades-themed after-school clubs.



Youth Moving Mountains (YMM) youth programming

Spring Break Camps: *Staff dependent* YMM may host spring break camps from March 11 – 22, 2024. Information about these camps will be posted late January.

Summer Camps: YMM will deliver summer camps in 2024. Information and advanced registration will be available mid-February.

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 January. This job will be posted late November; 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](https://www.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

YukonU community campuses

Access a broad range of learning opportunities from the Yukon University campus in your community—from continuing studies courses (YukonU.ca/CS), career and job readiness programs (YukonU.ca/programs), to access pathways (YukonU.ca/ASD) for university programs.

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

- Wildlife Avoidance and Control
- All-Terrain Vehicle (ATV)
- Snowmobile
- Outdoor Survival Winter
- Outdoor Survival Summer
- Basic Chainsaw
- 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

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

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

Outdoor technical skills training for recreation

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

Home-based entrepreneurship

- Sewing Skills Development
- Woodcutter Operations
- Geo and Experiential Tourism
- Lifestyle Sustainability

The fine print

First come, first served

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

Course cancellation

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

Registration deadline

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

Course fees

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

Withdrawing from a course

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

Withdrawal refund policy

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

How to 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



**Yukon
University**

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.

YukonU.ca/60