

Continuing Studies

September – December 2024



Lifelong learning for all ages.

In-class and online courses designed to
take your career to the next level.

Continuing Studies at YukonU offers flexible learning opportunities to help you continue your education, upgrade your skills or discover something entirely new. We develop 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

Registrations@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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Centre for Northern Innovation in Mining

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Professional Development

Professional Skill Development
Administrative & Computer Skills
Bookkeeping
Non-Profit Organization Training
Leadership & Management
Conflict Management
Human Resources
Project Management

Professional Skill Development

Whether you are exploring a new professional path or refreshing your skills, these programs and courses will help you maximize your potential in the workplace and beyond. Our instructors, bringing their industry and personal expertise directly into the classroom, are passionate about teaching and committed to the success of participants. Join a community of learners dedicated to personal and professional growth.

Introduction to Facilitation

Date Oct 9 – 10
Time Wed • 9am – 4:30pm
Thurs • 9am – 12:30pm
Code FACI CE03 • CRN 90566
Fee \$325 + GST

As the facilitator in any given setting, your role is multifaceted and pivotal in guiding the process towards successful outcomes. Whether leading small groups or large gatherings, you'll refine essential skills through practical exercises and tools. Gain insights into defining your role, setting goals, selecting appropriate techniques, and conducting post-facilitation assessments.

Managing Difficult Conversations

Date Oct 22
Time Tues • 9am – 4:30pm
Code BMGM CE09 • CRN 90568
Fee \$299 + GST

We have so many interactions in a day, it's reasonable to expect that some of them will be difficult. Whether these are conversations that you have in person, or you manage a virtual team and need to speak with someone in another city, there are things that you can do to make these conversations go smoothly. This one-day course will give you the tools to manage difficult conversations and get the best results possible.

Fundamentals of Public Speaking & Presenting

Date Nov 6
Time Wed • 9am – 4:30pm
Code PERS CE06 • CRN 90582
Fee \$299 + GST

Elevate your presentation and public speaking skills with our course tailored for professionals and volunteers. Whether addressing colleagues or a larger audience, effective communication is key. Divided into three modules: Prepare, Practice, and Present, you'll gain essential skills and techniques. Topics include preparation, communication, impactful structuring, and considerations for body language and environment.

Giving Effective Feedback

Date Oct 24
Time Thurs • 9am – 4:30pm
Code BMGM CE07 • CRN 90569
Fee \$299+ GST

This one-day course teaches participants to provide effective, timely feedback, both formal and informal, to employees, peers, and others. Learn why feedback delivery matters, how to give it constructively, and how to accept feedback gracefully.

Advanced Facilitation

NEW

Date Nov 19
Time Tues • 9am – 4:30pm
Code FACI CE04 • CRN 90583
Fee \$299 + GST

Have you taken Introduction to Facilitation and/or have some experience in facilitation? Are you looking to further advance your facilitation skills? This course is the next step! Behind every effective facilitated event/meeting/workshop is considerable preparation and meticulous attention to detail. A skilled facilitator makes all the difference in achieving the intended outcome of the setting. In this course, participants will gain a greater understanding of their role as facilitators through extensive practical activities.

Customer Service

NEW

Date Nov 25
Time Mon • 9am – 4pm
Code CUST CE01 • CRN 90525
Fee \$299 + GST

This course covers the fundamentals of customer service, emphasizing core principles and practices. Participants will explore interpersonal behavior dynamics and learn how their actions impact others. Through interactive sessions, they will build confidence and problem-solving skills, and gain techniques to handle difficult customers. By the end, participants will be equipped to deliver exceptional customer service.

Administrative & Computer Skills

Testimonial

Taking the *Records Management for Administrative Professionals* course was a game-changer for me. As an Administrative Assistant, I thought I had a good handle on organizing and managing records, but this course took my skills to a whole new level. The instructor's expertise and real-world examples made the material easy to understand and apply to my daily tasks. I feel much more confident now in my ability to handle records efficiently and effectively, which has not only streamlined my own work but has also earned me praise from my colleagues and supervisors. I highly recommend this course to any administrative professional looking to enhance their skills and add value to their organization."

– Analyn Diego,
Administrative Assistant

Essential Administrative Professional

Date Nov 21
Time Thurs • 9am – 4pm
Code ADMN 008 • CRN 90520
Fee \$299 + GST

Administrative Assistants play a key role in office environments. This workshop will provide new Administrative Assistants with 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.

Professional Minute-Taking

Date Nov 22
Time Fri • 9am – 4pm
Code MINU 001 • CRN 90522
Fee \$299 + GST

Become a minute-taking expert in your workplace or volunteer role! This course equips you with skills to create structured agendas, master minute-taking, and enhance your efficiency. With hands-on practice and templates, refine your skills for consistent, effective minute-taking.

Excel Level 1

Date Nov 4 – 25
Time Mon/Wed • 5:30 – 8:30pm
Code EXCL 001 • CRN 90612
Fee \$499 + GST

Simplify spreadsheet creation with this beginner's course for Microsoft Excel! You will start with a detailed introduction to the interface and get hands-on experience with various topics. Learn to use the Quick Access Toolbar, the Ribbon, enter text, numbers, dates and times, manipulate rows and columns, work with formulas, format your worksheets and add cell borders.

The Outstanding Executive Assistant

Date Nov 28
Time Thurs • 9am – 4pm
Code ADMN CE024 • CRN 90521
Fee \$299 + GST

Today's Executive Assistant (EA) is more than just a support role—it's a strategic partnership. This one-day course explores essential skills and tools to elevate your effectiveness as an EA in today's professional landscape.

Records Management for Administrative Professionals

Date Nov 29
Time Fri • 9am – 4pm
Code RECM CE02 • CRN 90523
Fee \$299 + GST

Struggling to keep records organized as an administrative professional? Our tailored course simplifies the process, offering essential strategies to enhance efficiency. Learn to manage records seamlessly, track critical data accurately, and implement sustainable procedures for long-term success.

Bookkeeping

Bookkeeping Fundamentals Level I

Date	Sept 11 – Oct 9
Time	Wed • 6pm – 9pm
Code	BOOK CE01 • CRN 90616
Fee	\$595 + GST

This introductory course is designed for individuals seeking a foundational understanding of bookkeeping principles and practices. Through a structured approach, participants will gain the essential skills and knowledge required to manage financial transactions, maintain accurate records, and prepare basic financial statements. The course is divided into three comprehensive parts, each focusing on key aspects of bookkeeping. This course is ideal for those with little to no bookkeeping experience.

Bookkeeping Fundamentals Level II

Check yukonu.ca/cs for details

Code	BOOK CE02
Fee	\$595 + GST

PRE

Building on foundational bookkeeping knowledge, the Bookkeeping Level 2 course is designed for students seeking to deepen their knowledge of financial record-keeping and reporting. This course provides advanced skills necessary for accurate and efficient bookkeeping, focusing on both theoretical understanding and practical application.

Prerequisite: Completion of Bookkeeping Fundamentals Level 1.

Non-Profit Organization Training

Discover specialized training tailored for non-profit organizations, designed to address the unique challenges and opportunities they face. Equip your team with the skills and knowledge needed to navigate the complexities of the non-profit sector and drive positive social impact.

Governance 101 for Yukon Non-Profit Organizations

Date	Oct 30	Code	MANG CE08 • CRN 90580
Time	Wed • 9am – 4:30pm	Fee	\$299 + GST

Tailored for non-profit Directors and staff, this course enhances governance practices with essential knowledge and tools. Explore governance fundamentals, diverse board types, and best practices. Overcome obstacles with practical solutions and master foundational documents. Delve into board operations to clarify roles and responsibilities, empowering your organization's leadership for a stronger future.

Grant and Proposal Writing

NEW

Date	Nov 7	Code	PROP CE07 • CRN 90617
Time	Thurs • 9am – 4:30pm	Fee	\$299 + GST

Proposals are persuasive documents used to apply for funding or grants. Non-profit organizations and business owners alike apply for grants and funding with proposals to invest in their goals, project, and mission. This course will provide you with the skills to elevate your ability to create a winning proposal and further advance your organization's missions and projects!

Effective Committees in Non-Profit Organizations

NEW

Date	Nov 28	Code	MANG CE10 • CRN 90585
Time	Thurs • 5:30 – 8:30pm	Fee	\$105 + GST

Discover strategies to enhance Committee effectiveness in Yukon Non-Profit organizations. Overcome challenges surrounding authority, roles, and responsibilities to align with the organization's vision and mission. This course dispels myths and offers practical insights to boost Committee productivity.

Human Resources

Strategic Human Resource Management (HRM) Fundamentals

Date	Sept 18, 19 and 25
Time	Wed • 9am – 4:30pm Thurs • 1pm – 4:30pm
Code	HRAC 001 • CRN 90454
Fee	\$595 + GST

Discover how Strategic Human Resource Management can maximize your organization's success and optimize human capital. Learn HR planning techniques, departmental roles, and discover how organizational structures enhance workplace effectiveness. Gain insights into strategy setting and effective change navigation. Explore conflict management, risk management, and talent management.

Employee and Labour Relations

Date	Nov 13, 14, and 20
Time	Wed • 9am – 4:30pm Thurs • 1pm – 4:30pm
Code	HRAC 002 • CRN 90455
Fee	\$595 + GST

This course covers legislative and regulatory standards for HR and employee management, including economic, political, legal, and social aspects of union management and employee relations. It's designed for managers, leaders, and HR professionals involved in various employee-related tasks. Gain insights into relevant Canadian and Yukon legislation, including Human Rights, Employment Standards, and Occupational Health and Safety Acts.

Leadership & Management

Navigating Your Role as Manager/Supervisor

NEW

Date	Nov 19	Code	LEAD CE14 • CRN 90607
Time	Tues • 9am – 4:30pm	Fee	\$299 + GST

This course is for new supervisors or those considering a managerial role. It covers basic legal responsibilities and explores how relationships and roles shift when overseeing others. Participants will gain insights into managing these changes effectively and understanding their new relationship dynamics at work.

Team Building Essentials

Date	Oct 3	Code	LEAD CE11 • CRN 90564
Time	Thurs • 9am – 4:30pm	Fee	\$299 + GST

Teams are vital to successful organizations, supporting goals like service, quality, cost, and performance. An organization's success hinges on effective teamwork, problem-solving skills, and motivation. This one-day course helps participants enhance their teamwork skills for better collaboration and enthusiasm.

Conflict Management

Conflict Resolution

Date	Nov 28 – 29	Code	CR CE02 • CRN 90596
Time	Thurs/Fri 9am – 4:30 pm	Fee	\$499 + GST

Conflict can be beneficial in both personal and professional settings. It can lead to greater understanding, creativity, and growth when managed effectively. This two-day course equips you with the skills to resolve conflicts effectively and achieve positive outcomes. You'll explore the nature of conflict, its escalation, types, and stages, and learn to apply five primary conflict resolution approaches. The course also enhances your conflict intervention skills, fostering self-awareness and empathy for better resolutions.

Project Management

Yukon University 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'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 Workshops.

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



Certified Associate in Project Management (CAPM®) Exam Preparation

NEW

Date	Sept 18 – 20	Code	PROJ 008 • CRN 90609
Time	Wed/Thurs/Fri • 9am – 5pm	Fee	\$1449 + GST



Certified Associate in Project Management (CAPM®) certification provides an industry-recognized credential that demonstrates to employers that you have achieved a level of project management competence and the ability to apply these specialized skills to your area of work, for all industry sectors. This intensive 3-day course is designed to equip professionals with the knowledge and skills to pass the Project Management Institute (PMI) Certified Associate in Project Management (CAPM®) certification exam.

Project Communication & Stakeholder Management

Date	Sept 26 – 27	Code	PROJ CE06 • CRN 90532
Time	Thurs/Fri • 9am – 5pm	Fee	\$997.50 + GST

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

Project Management Essentials Part 1

Date	Sept 23 – 25
Time	Mon/Tues/Wed 9am – 5pm
Code	PROJ 001 • CRN 90531
Fee	\$997.50 + GST

Tailored for new project managers or those without formal project management training, this course provides a comprehensive overview of project management techniques aligned with PMI standards. Theory and practical examples are presented interactively, enabling immediate application of learned skills.

Project Management Essentials Part 2

Date	Oct 10 – 11
Time	Thurs/Fri • 9am – 5pm
Code	PROJ 003 • CRN 90533
Fee	\$997.50 + GST



A continuation of Project Management Essentials Part 1. This course offers practical skills for managing common project management challenges like changing requirements, scope changes, limited resources, and difficult clients. Based on PMI best practices, it provides interactive instruction and industry examples to equip you with practical tools.

Project Management

Project Management Professional (PMP®) Exam Preparation

Date	Oct 28 – 30 / Nov 7 – 8	Code	PROJ 002 • CRN 90534	
Time	Mon – Wed/Thurs – Fri 9am – 5pm	Fee	\$1997.50 + GST	

Certification from the PMI is the industry standard for demonstrating competence and a solid foundation of project management skills. This course prepares participants to write the PMI Project Management Professional (PMP) exam and provides the required educational credits for new applications. This course provides all you need to prepare for the PMI PMP/CAPM certification exam, including a review of all PMI knowledge areas, reference binder, exam simulation software, and the number one best seller, PMP Prep Study Guide.

Project Procurement & Contracts Management

Date	Nov 28 – 29	Code	PROJ CE04 • CRN 90535	
Time	Thurs/Fri • 9am – 5pm	Fee	\$997.50 + GST	

Managing project procurement and contracts is an essential skill for project managers to achieve the best value for projects. This includes acquiring materials, equipment, consultants, sub-contractors, and other products or services. The course provides skills development training in managing the full project procurement cycle using industry PMI standards. Earn Professional Development Unit (PDU) credits from the Project Management Institute (PMI).

MS Projects for Managing Projects

Date	Dec 5 – 6	Code	PROJ 006 • CRN 90536	
Time	Thurs/Fri • 9am – 5pm	Fee	\$997.50 + GST	

Learn essential skills in MS Project, an industry-standard software for project management. This course covers creating project plans, task identification, resource allocation, custom report creation, and calendar management. Gain insights into creating efficient project plan templates and apply best practices through real-life examples in an interactive format. Earn Professional Development Unit (PDU) credits from PMI upon completion.

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 to achieve 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 develop and enhance 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

Older Worker's Program

Supporting unemployed or underemployed Yukoners, between the ages of 50 and 70, to:

- Find meaningful employment and/or pursue further education or training;
- Increase their employability and development of transferrable skills; and
- Improve their wellbeing, community connections and access to services and support.

The Program is student-centered, group-based and is 13-weeks in duration. The core curriculum includes computer training, self-exploration, health and wellness, job search, resume writing, interview skills, workplace safety training, community building and a 4-week work placement.

Successfully complete the course and receive a notice of completion Certificate.

Older Worker's Program

Date Sept 9 – Dec 6
Time Mon-Fri • 9am – 3pm
Fee FREE

Work placement: Nov

Application: Accepted year round

Application Review: Apr/May and Aug

Delivered in person on the Ayamdigt Campus

Application criteria

- 50 – 70 years of age
- Unemployed or under-employed
- Legally entitled to work in Canada
- Experience barriers to employment
- Due to limited seats, there is a selection process for eligible applicants.

Application process

- Application form and more information can be found at <https://www.yukonu.ca/programs/older-workers-program>
- Submit completed applications by email, or hard copy. NOTE: The Older Worker's Program application is free (the application process and fee for YukonU academic programs doesn't apply).
- All applicants will be interviewed in person or over the phone.
- There is no tuition/fee for the program and participants receive a small stipend.
- Application review period runs from

Contact

Joel Macht or Polly Madsen
tiow@yukonu.ca
(867) 332-7079



Looking to train for an in-demand career?

Earn a certificate as an Accounting Clerk or Administrative Assistant through the Office Administration Program.

Be prepared for work in today's challenging, automated office spaces. Build skills in communications, administrative procedures, computer applications and accounting, and gain practical experience working in a real-world office.

How is the **Office Administration** Program different from **Continuing Studies** courses?

Office Administration is a for-credit program in the School of Business and Leadership at Yukon University. Courses are offered full-time or part-time and prepare students for successful careers in the office administration field.

Accounting Clerk Certificate (33 credits)
or **Administrative Assistant Certificate**
(30 credits)

- Full-time in 9 months or part-time
- Develop technical skills in computer applications (Word, Excel, PowerPoint, Access, Sage, records management)
- Gain confidence in office procedures, business English and communications, basic accounting, and job-search strategies.
- Offered through hands-on learning, lectures, group work, assignments, and discussions.
- Complete 4 weeks of fieldwork in a local Yukon office to practice office skills with our supportive local employers.
- Get high-paying, in-demand jobs within numerous Yukon offices, including the school districts, Yukon government, City of Whitehorse, Yukon University, medical and legal offices, and so many more.

Professional Development courses offered through Continuing Studies are designed to help upskill. Whether you're looking to explore a new path or refresh your skills, these courses will help you maximize your potential in the world of work.

Upgrade your resume with condensed skill courses:

- Professional Skill Development
- Administrative & Computer Skills
- Bookkeeping
- Non-Profit Organization Training
- Leadership & Management
- Conflict Management
- Human Resources
- Project Management

We'd love to hear from you
Email us at officeadmin@yukonu.ca to learn more or visit us at yukonu.ca/programs/office-administration .



Northern Institute of
Social Justice

Northern Institute of Social Justice

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

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

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

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

Conscious Aging Talk (2 hrs.)

Date Sept 24
Time Tues • 1 – 3pm
Code JUST CE136 • CRN 90586
Fee FREE

Date Sept 24
Time Tues • 7 – 9pm
Code JUST CE136 • CRN 90587
Fee FREE

Instructor: Larry Gray
Delivered at Normandy Living, 468 Range Rd., Whitehorse
Registration deadline: Sept 17

This talk is for anyone curious about Conscious Aging and the inner work it involves. Do you envision your later years as a time of purpose, growth, and passion? Are you willing to prepare for such an elderhood? Would you like guidance and support in your preparation? This talk will introduce you to the major themes of aging consciously and is an invitation to begin the journey – to embark on a path of continued growth and development.

Leading Through Fatigue, Complexity and Uncertainty

Date Sept 18
Time Wed • 10:00 – 11:30 am
Code JUST CE135 • CRN 90581
Fee FREE





Instructor: Nicole Morgan
Delivered remotely via Zoom.
Registration deadline: Sept 13

Feeling exhausted? Wondering how to maintain your resiliency when expectations are high, and your team feels burned out? Leaders today face significant challenges dealing with workplace realities such as ongoing uncertainty, increased complexity, changing societal demands, and expectations to do more with less. As a result, leaders of diverse backgrounds share common challenges like:

- Change fatigue,
- Managing workplace conflicts,
- Employee burnout and disengagement, and
- Sustaining a work culture of innovation and mental resilience.

This workshop introduces a whole-brain approach to leadership that demystifies and enhances our potential to achieve and sustain peak organizational performance. Leaders will learn to recognize and foster the concepts of abundant and diverse thinking, emotional intelligence, and mental resiliency at work. Explore the power of optimism and resiliency in the achievement of your career and organizational goals in becoming a leader capable of bringing out the best in yourself and others.

Gender-Based Violence (GBV) and Criminal Law – Part 1

Date Sept 25
Time Wed • 10am – 12pm  
Code JUST CE131 • CRN 90588
Fee FREE

Instructors: Pamela Cross
Delivered remotely via Zoom.
Registration deadline: Sept 18

This webinar is Intended for frontline workers who encounter clients dealing with Gender-Based Violence (GBV) in their lives as well as for members of the general public who may be neighbors, friends or family members of people who have been victimized by GBV. The webinar provides an overview of the criminal law response to GBV.

Topics covered in this webinar will include:

- What the criminal law can and cannot do in cases of GBV
- Criminal offences related to GBV
- The steps in a criminal case
- The players in the criminal system and their roles
- Standard of proof in criminal court
- The role of the victim/survivor
- How the victim can prepare for court
- Services connected with criminal court
- What happens after court is over

Note: All GBV webinars are interactive and will use an intersectional feminist analysis/framework, recognizing that, while men, trans and non-binary folk can be victims of IPV, the victims of the most serious forms of coercive controlling and physical abuse, including lethal violence, are people who identify as women. The instructor, Pamela Cross, is a feminist lawyer who has worked on the legal issues related to gender-based violence for nearly three decades.

See: <https://pamelacross.ca/>

Note: This webinar is a prerequisite for anyone wishing to take Part 2, which explores some of the challenges with criminal law and court in cases involving Gender-Based Violence (GBV).

13 Factors of Psychological Health and Safety

Date Oct 4
Time Fri • 8:30am – 4:30pm
Code JUST CE139 • CRN 90615
Fee \$175 + GST


Instructor: Marie Fast
Delivered in room C1530 at Yukon University.
Registration deadline: Sept 27

The workshop focusses on the foundation of Psychological Health and Safety (PHS) at work, and explores 13 factors that have been shown to contribute to a psychologically healthy and safe workplace:

- Organizational culture
- Psychological and Social Support
- Clear Leadership and Expectations
- Civility and Respect
- Psychological Competencies and Demands
- Growth and Development
- Recognition and Reward
- Involvement and Influence
- Workload Management
- Engagement
- Balance
- Psychological Protection
- Protection of Physical Safety

Each factor is examined, and a format is provided for brainstorming, considering, identifying, and selecting actions that could support each factor. A bibliography, list of resources, and list of references is also provided.

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

Date Oct 3
Time Thurs • 10 – 11:30am 
Code JUST CE112 • CRN 90589
Fee FREE

Instructors: Erin Legault and Meg Grudeski
Delivered live streamed via Zoom
Registration deadline: Sept 26

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

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

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

Transformational Leadership: Finding Your Resiliency and Optimism – Segment A

Date Oct 9
Time Wed • 9 am – 12:00pm
Code JUST CE137 • CRN 90613
Fee \$125 + GST

Instructor: Nicole Morgan
Delivered at Northlight Innovation, 2180 2nd Ave, Whitehorse.
Registration deadline: Oct 2

Transformational Leadership Begins Within

In this half-day workshop, you will discover how to create the energy, clarity, and optimism you want in order to thrive as a leader in your workplace and day-to-day life. The journey starts with debunking myths and maximizing the leadership skills you already have as a steppingstone towards investing valuable time in a broader developmental plan.

This workshop introduces participants to the theory of whole-brain leadership and the EQEX VIDA Entera Resiliency Framework that is designed to foster mental resiliency and optimism.

Participants will be able to:

- Recognize the six neural pathways of Dr. Tara Swart's whole-brain leadership approach.
- Understand the energy equation and physical practices of creating optimal conditions for brain function.
- Examine and debunk myths about leadership and human development.
- Understand the VIDA Entera Resiliency Framework and explore each of the four foundational practices through the lens of personal and professional experiences.
- Examine how mental resiliency connects to the five composite scales of emotional intelligence and how you can self-access your resiliency and optimism as well as gather evidence about your impact as a leader.
- Identify and explore additional resources and personalized support to translate your mental resiliency goals into a reality that will enable you to become a transformational leader capable of bringing out the best in yourself and others.

Transformational Leadership: Creating the Conditions for Workplace Resiliency and Innovation – Segment B

Date Oct 9
Time Wed • 1 – 4pm
Code JUST CE138 • CRN 90614
Fee \$125 + GST

Instructor: Nicole Morgan
Delivered at Northlight Innovation, 2180 2nd Ave, Whitehorse.
Registration deadline: Oct 2

Transforming Workplace Culture

In this half-day workshop, you will discover the art of organizational awareness and explore how to create the conditions to achieve your goals for a healthy and effective workplace. This workshop introduces participants to the concept of organizational resiliency using the EQEX VIDA Entera Resiliency Framework to examine the complex interactions that create and shift the culture within an organization.

Participants will be able to:

- Recognize organizational resiliency and understand the connection to employee engagement, psychological safety, risk management and sustained innovation in the workplace.
- Understand the energy equation as it applies to an organization and explore how to create optional conditions for effective and efficient business function.
- Apply the VIDA Entera Resiliency Framework to your organization and explore each of the four foundational practices through the lens of organizational culture.
- Recognize how organizational resiliency connects to the five composite scales of emotional intelligence and examine how you can assess and further a group's potential to overcome challenges specific to their workplace.
- Identify additional resources and tailored support to explore how to develop a resiliency plan that can guide the creation of conditions for your organization (team) to thrive in today's ongoing uncertainty, increased complexity and changing societal demands.

De-escalating Potentially Violent Situations

Date Oct 9
Time Wed • 9am – 4:30pm
Code JUST CE75 • CRN 90590
Fee \$299 + GST or \$269 + GST early bird registration by Wed Sept 18, 2024

Instructor: Ofelia Tatu
Delivered in room T1023 at Yukon University.
Registration deadline: Sept 25

Late registration until Oct 8 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 people to de-escalate potentially violent situations through assertiveness and interpersonal communication.

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

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

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

Hope 4 U – Reconciliation of Challenges in Everyday Living

Date Oct 17
Time Thurs • 1:30 – 3pm
Code JUST CE140 • CRN 90608
Fee FREE



Instructor: Brenda Fediuk
Delivered live streamed via Zoom
Registration deadline: Oct 10

This is an introductory 2-hour workshop designed to introduce you to exploring the following questions:

- Why hope? What is hope?
- Where does hope live?
- When do we hope?
- What do we think, wonder, and know about hope?

This inquiry – based approach will provide a conceptual and contextual understanding for:

- Bringing awareness to the phenomenon of hope.
- Recognizing the call for hope.
- Tapping into our ability to access hope.
- Understanding our agency to attain desired outcomes.
- Persisting in our endeavor to sustain hope.

Conscious Aging – Aging with Passion and Purpose

Date Oct 22 – 23
Time Tue/Wed • 9am – 4pm
Code JUST CE86 • CRN 90591
Fee \$75 + GST

Instructor: Larry Gray
Delivered at Normandy Living, 468 Range Rd., Whitehorse
Registration deadline: Oct 15

This introductory-level workshop weaves together a powerful set of practices including life review work, legacy work, setting intentions, reflective practices alone and in-group, four direction teachings, and holding council. All of these practices help you identify and clear out old beliefs, attitudes, behaviours and identifications that no longer serve you as you transition into a new chapter of life. They will open you to new clarity about your unique potential, calling and path in the elder third of your life. Participants can continue the work undertaken at this workshop through an ongoing Wisdom Circle.

Gender-Based Violence (GBV) and Criminal Law – Part 2

Date Oct 28
Time Mon • 10am – 12pm
Code JUST CE133 • CRN 90592
Fee FREE

PRE



Instructor: Pamela Cross
Delivered live streamed via Zoom
Registration deadline: Oct 21

This webinar is Intended for frontline workers who encounter clients dealing with gender-based violence (GBV) in their lives as well as for members of the general public who may be neighbours, friends or family members of people who have been victimized by GBV. The webinar provides an overview of the criminal law response to GBV.

Topics include:

- The impact of criminal proceedings in GBV cases on other legal proceedings
- What mandatory charging is and what impact it has had
- What happens when the victim is charged
- Why reporting rates are so low
- Unique challenges in sexual assault cases
- The role of publication bans
- Lack of legal representation for victims/survivors
- Alternatives to court (DVTO, restorative justice)

Note: The prerequisite for this webinar is GBV and Criminal Law – Part 1, which explores some of the challenges with criminal law and court in cases involving GBV.

Yukon First Nations (YFN) 101

Date Nov 6
Time Wed • 8:30am – 4:30pm
Code YFN 001 • CRN 90077
Fee \$325 + GST

Instructors: First Nations Initiatives, YukonU
Delivered in room C1530 at YukonU.
Registration deadline: Oct 30

Yukon First Nations 101 has been developed to educate students, employees, and the public about the history and culture of First Nations in the Yukon. The course also touches on the cultural values shared among Yukon First Nations today and how to communicate respectfully with First Nation individuals and communities.

Loss in the Workplace

Date Nov 1
Time Fri • 8:30am – 12pm
Code JUST CE105 • CRN 90550
Fee \$125 + GST

Instructor: Hospice Yukon Society
Delivered at L'AFY 302 Strickland St.
Registration deadline: Oct 25

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

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

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

Understanding Intimate Partner Violence

Date Nov 13
Time Wed • 10am – 12pm
Code JUST CE124 • CRN 90597
Fee FREE



Instructors: Pamela Cross
Delivered live streamed via Zoom
Registration deadline: Nov 6

This webinar is intended for frontline workers who encounter clients dealing with Intimate Partner Violence in their lives and members of the general public who may be neighbours, friends or family members of people subjected to Intimate Partner Violence. The webinar will explore the basics of intimate partner violence.

Motivational Interviewing (MI)

Date Nov 6
Time Wed • 9am – 4:30pm
Code JUST CE118 • CRN 90593
Fee \$299 + GST or
\$269 + GST
early bird registration
by Wed Oct 16, 2024

Instructor: Natascha Chatterton
Delivered in room T1023 at Yukon University.

Registration deadline: Wed Oct 23, 2024, through YukonU.

Late registration until Tue Nov 5, 2024, through CTRI by 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.

MI is a method for helping people find their internal motivation for finding solutions to their problems. Participants will learn strategies that start from a place of empathy and draw on the client's personal motivation to create their own goals for change. This introductory-intermediate level workshop is for social service and health care professionals, social workers, school personnel, and anyone supporting people. The workshop includes presentation, video, experiential practice, case study exercises, personal reflection, and small group discussions.

At the end of this workshop, participants should be able to describe the principles of MI, recognize ambivalence and resistance, identify change talk in clients, and identify strategies that support a client's own motivation.

Mental Health First Aid for Northern Peoples

Date Nov 13 – 15
Time Wed – Fri
8:30am – 4:30pm
Code JUST 034 • CRN 90551
Fee \$260 + GST

Instructors: Laura Anderson and Joanne Green

Delivered live streamed via Zoom
Registration deadline: Oct 30

This northern version of the Mental Health First Aid Canada course integrates material that reflects the experiences of Aboriginal peoples – First Nation, Inuit, and Metis.

In addition, this course addresses the importance of holism and balance. The whole person – mental, physical, social, emotional, and spiritual – must be considered when providing mental health first aid.

Administrative Law for Advocates

Date Nov 22
Time Thurs • 9am – 4:30pm
Code JUST CE134 • CRN 90599
Fee \$125 + GST

Instructor: Jaime Mellott
Delivered in room C1440 at YukonU.
Registration deadline: Nov 15

Are you a frontline worker whose job includes advocating on behalf of clients? Will you be appearing before a committee, board or tribunal? Are you wondering where to start?

The topics include:

- Administrative Law for Advocates – Helping you help others – what is it?
- Advocacy – what is it?
- How to read law
- File management – how do I keep track?
- Meeting with Client
- Defining the Issues
- Facts, evidence, argument
- Method of Proceeding
- Hearings

Join us in an interactive and engaging course with presentation, discussion and a moc hearing to help you prepare to advocate.

FASD Informed Support

Date Nov 21
Time Thurs • 9am – 4pm
Code FASD 010 • CRN 90598
Fee \$50 + GST

Instructor: Neena Mackinnon, Fetal Alcohol Syndrome Society Yukon (FASSY)
Delivered in room T1030 at YukonU.
Registration deadline: Nov 14

FASD has been a topic of discussion for the last 50 years yet remains shrouded in questions. This 1-day introductory course seeks to answer some of the uncertainties around this misunderstood disability. The 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 latest research around Fetal Alcohol Spectrum Disorder in this full-day learning opportunity.

At the end of this course, participants should have:

- A better understanding why FASD is not “100% preventable”
- An understanding of the volume of people impacted by FASD
- An understanding of how to create more productive environments for people impacted by this disability

Applied Suicide Intervention Skills Training (ASIST)

Date Nov 27 – 28
Time Wed – Thurs • 8:30am – 4pm
Code ASIS 002 • CRN 90600
Fee \$225 + GST

Instructor: Erin Legault, M.ed., C.C.C. & Meg Grudeski, BA, MACP, CCC
Delivered in room C1440 at YukonU.
Registration deadline: Nov 20

This 2-day interactive workshop teaches participants to recognize when someone may have thoughts of suicide and work with them to create a plan that will support their immediate safety. Professionals, volunteers and informal helpers all need to know how to help people with thoughts of suicide in ways that increase their suicide safety. Although ASIST is widely used by healthcare providers, participants don't need any formal training to attend the workshop—anyone 16 or older can learn and use the ASIST model. The workshop features a scientifically proven intervention model, powerful audiovisual learning aids, group discussions, skills practice and development, and a balance of challenge and safety.

During the workshop, participants learn to:

- Identify people who have thoughts of suicide
- Understand how your beliefs and attitudes can affect suicide interventions
- Seek a shared understanding of the reasons for thoughts of suicide and the reasons for living
- Review current risk and develop a plan to increase safety from suicidal behavior for an agreed amount of time
- Follow up on all safety commitments, accessing further help as needed

Navigating Difficult Client Relationships

Date Dec 10
Time Tue • 9am – 4:30pm
Code JUST CE120 • CRN 90601
Fee \$299 + GST or \$269 + GST
 early bird registration by Tue Nov 19, 2024

Instructor: Nataschaa Chatterton
Delivered in room C1440 at YukonU
Registration deadline: Nov 26

Late registration until Mon Dec 9, 2024 through CTRI by emailing sam@ctrinstitute.com

For those who work in a helping role, it can be very challenging when clients are vulnerable, stressed-out, or quick to engage in conflict. Complicating matters is that difficult dynamics in the relationship are often amplified by different styles of communicating. This workshop reviews what contributes to these challenges, including the intra-personal, inter-personal, and organizational factors. By looking at case studies, participants will learn how to alter their interactions with clients they find difficult, in order to transform unhealthy relational patterns into more positive interactions and outcomes.

This introductory level workshop is intended for social service and health care personnel, support workers, school personnel, and anyone working with people who exhibit challenging behaviours. The workshop includes presentation, video, case study exercises, experiential practice, personal reflection, and small group discussions.

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

- Identify patterns of escalating difficult behaviour
- Describe common patterns in communication that cause conflict
- List the external and internal factors that contribute to difficult client relationships
- Describe effective communication with someone who is experiencing mental health challenges
- Practice key interventions with three common patterns of difficult behaviour
- Know how to facilitate a cycle of cooperative behaviour

Intimate Partner Violence and Family Law – Part 1

Date Dec 11
Time Wed • 10am – 12pm
Code JUST CE125 • CRN 90602
Fee FREE

Instructor: Pamela Cross
Delivered live streamed via Zoom
Registration deadline: Dec 4

This webinar is intended for frontline workers who encounter clients involved with family law and court after leaving a relationship in which they were subjected to IPV; and others who may be neighbours, friends or family members of people in this situation. The webinar explores family laws and discusses how to navigate the family court process safely.

Topics covered will include:

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

Sit in My Puddle: The Art of Empathy and Holding Space

Date Dec 12
Time Thurs • 10 – 11:30am
Code JUST CE111 • CRN 90603
Fee FREE

Instructor: Erin Legault and Meg Grudeski
Delivered live streamed via Zoom
Registration deadline: Dec 5

How do we support those we care about when they're in a bad place; when something terrible has happened to them; or even when they've just had a bad day?

We hate seeing people we care about struggle. We want to fix things. We want to cheer them up! So, what do we often do? We hurl a ton of solutions at them. We provide un-asked for advice, share what we would do to fix things. Contrary to what we're trying really hard to do, these things are often not what our person needs and even leave them feeling more alone and unheard.

Innovation and Entrepreneurship

I&E supports Yukoners to test ideas and grow businesses. We provide access to funding, resources, expertise and incubation. Whether you are an entrepreneur or 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

We celebrate the relationship between tradition and innovation in the North, and we're here to help to turn your simple solution or bold idea into reality. I&E provides access to funding and expertise to help you build, test and refine your idea 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. This is where I&E can help by working with you to identify upcoming project steps or challenges, connecting you to a network of experts, advisors, 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.

YukonU.ca/wrap-around-services



Summer Biz School

If you are 17–30 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 from May to July and includes up to \$2,000 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 early February.

YukonU.ca/summer-biz-school

Get in touch:

Innovation & Entrepreneurship (I&E)

Yukon University

2180 2nd Ave, (Door C)

Whitehorse, YT Y1A 5N6

867 668 8759

innovation@yukonu.ca



Industry Training

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

Yukon Water and Wastewater Operator Program

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

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

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

Visit YukonU.ca/YWWOP for more information.

Water Treatment Level 1 & 2 Asynchronous

Date	Sep 3 – Dec 17
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.

Bulk Water Delivery

Date	Sep 3 – Sep 6 and Nov 4 – Nov 7
Time	Tues – Fri 9:00am – 4:30pm
Code	WO010 Classroom CRN 90001 Online CRN 90002
Fee	\$390 + 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.

Control Valve Operations, Maintenance and Hydraulics

Date	Sep 10 – Sep 11
Time	Tues • 8:30am – 12pm
Code	WO CE83
Fee	\$1,000 + GST

This program is designed for Water / Wastewater Operators and others who work with control valves. Over the course's two days, you will cover theory and hands-on components for the operations and maintenance necessary in maintaining the valves' service life. You will also review the basic hydraulic functions and how it affects control valve set up, operations and effectiveness.

Yukon Water and Wastewater Operator Program

Water System Liabilities, Responsibilities, Operation and Maintenance

Date	Sep 10 – Sep 11
Time	Tues • 8:30am – 12pm
Code	WO CE75
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 course's main objective is to safeguard the public and environment by providing knowledge to operators about 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.

Basic Small Water System Operation

Date	Oct 21 – Nov 1
Time	Mon – Fri 8:30 am – 12:30pm
Code	WO 001
Fee	\$1,245 + 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 .

Arsenic and Uranium Removal

Date	Oct 10
Time	Thurs • 8:30am – 4pm
Code	WO 047
Fee	\$390 + GST

This 1-day (6 hour) course is designed to increase the participant's knowledge in methods of removing arsenic and uranium and their application, proper operation, and maintenance requirement.

Math Review for Small Water Systems and Bulk Water Delivery

Date	Oct 17 – Oct 18
Time	Thurs – Fri • 8:30am – 4pm
Code	WO 016
Fee	\$710 + 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. This course is especially recommended for water & wastewater operators aspiring to attend Small Water Systems and Bulk Water Delivery courses and write the equivalent Environmental Operators Certification Program (EOCP) certification exams.

Small Water System Operator Lab

Date	Visit yukonu.ca/YWWOP to learn more
Time	Mon – Fri • 12:30pm – 4pm
Code	WO 001L
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 shutdown of water treatment plants following standard operating procedure.
- Perform and record water quality sampling and analysis

Yukon Water and Wastewater Operator Program

Wellhead Protection Planning

Date	Nov 20
Time	Wed • 8:30am – 4pm
Code	WO 037
Fee	\$390 + GST

This 1-day (6 hour) course is designed to increase a water operator's knowledge in wellhead and source water protection planning, which includes the purpose of wellhead protection, review of basic hydrogeology, well and wellhead construction and protection, groundwater source protection, developing a wellhead protection plan, reviewing a case study, and looking at source water protection across Yukon.

Wastewater Treatment Level 1 & 2

Date	Dec 2 – Dec 6
Time	Mon – Fri • 8:30am – 4pm
Code	WO 021
Fee	\$1,470 + GST

This 5-day course is designed to prepare the participants to write their Environmental Operators Certification Program (EOCP) exam for Wastewater Treatment Level 1 or 2 (required by Yukon Government Regulation).

The main objective of the course is to safeguard the public and environment by providing knowledge to operators regarding handling and treatment of wastewater influent for the purpose of discharging to the environment.

Wastewater Treatment Level 1 & 2

Date	Dec 2 – Dec 6
Time	Mon – Fri • 8:30am – 4pm
Code	WO 021
Fee	\$1,470 + GST

This 5-day course is designed to prepare the participants to write their Environmental Operators Certification Program (EOCP) exam for Wastewater Treatment Level 1 or 2 (required by Yukon Government Regulation).

The main objective of the course is to safeguard the public and environment by providing knowledge to operators regarding handling and treatment of wastewater influent for the purpose of discharging to the environment.

Membrane Filtration for Drinking Water Treatment

Date	Dec 12
Time	Thurs • 8:30am – 4pm
Code	WO 018
Fee	\$390 + GST

This 1-day course is designed to increase the operator's knowledge of several membrane filtration methods for municipal drinking water treatment as well as their applications, operations, and maintenance requirements.



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.

Heavy Equipment Operator Simulator Training

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 Simulator Training

NEW

check website

Are you a company looking for training opportunities? Prepare your workforce employees as Heavy Equipment Operators! Contract training offered through a combination of theory, simulation and practical experience.

Your employees will 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. Prices may vary. For more information, please email HEOtraining@yukonu.ca.

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



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

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

Contact:
Chantelle Butler
Coordinator
cbutler@yukonu.ca



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.

YukonU.ca/CNIM

Contact:
Trevor Sinclair
 Senior Instructor Commercial Driving
 867 335 0434 or drivertraining@yukonu.ca

Class 1 Driver Training

Duration	50 hours	Fee	\$9,825
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Class 1 Driving Theory | 16hrs \$915 + GST
 Class 1 Simulator Training | 14hrs \$910 + GST
 Class 1 In-Cab Training | 20hrs \$8,000 + GST

Class 3 Driver Training

Duration	35 hours	Fee	\$4,135
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Class 3 Driving Theory | 12hrs \$550 + GST
 Class 3 Simulator Training | 9hrs \$585 + GST
 Class 3 In-Cab Training | 14hrs \$3,000 + GST

Air Brakes

Duration	20 hours	Fee	\$525
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Simulator Punch Pass

Duration	5 hours	Fee	\$350
Duration	10 hours	Fee	\$650

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

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

RE PRE

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

RE PRE

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.

Emergency Medical Responder - Advanced First Aid

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

PRE

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

RE PRE

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.



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


Safety Training

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.

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.

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	PRE
Code	CNSP 001	
Fee	\$195 + GST	

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

Prerequisite: current Fall Protection certification.

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

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

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 Actua, EleV and Yukon Government.

A network member of **actua**



Upcoming programming

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

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

Fall After-School Clubs: From September to December 2024, YMM will run low cost weekly STEM and trades-themed after-school clubs, both in Whitehorse and in the communities.



Youth Moving Mountains (YMM) Youth Programing

Summer Camps: YMM will deliver summer camps in 2025. 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 September. This job will be posted in late August; if you are high school or university-aged and are interested in STEM, trades or education we encourage you to apply. Contact us at camps@yukonu.ca if you have any questions.

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



Programs are available for in-classroom STEM 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](https://www.yukonu.ca/CS)), career and job readiness programs ([YukonU.ca/programs](https://www.yukonu.ca/programs)), to access pathways ([YukonU.ca/ASD](https://www.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



Continuing Studies

867 668 5200

ce@yukonu.ca

YukonU.ca/CS