



Continuing Education and Training

Winter/Spring 2018 Course Guide January – June



Make the leap.

Month-by-Month Calendar

January – June 2018

Schedule is accurate at time of print. Please check the website for the most up-to-date schedule:
www.yukoncollege.yk.ca/programs/continuing-education

JANUARY

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17	Standard First Aid Pg 12
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31	Standard First Aid Pg 12

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19	Ethics of Helping: Pg 9
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12	PMP Exam Prep Pg 5
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16	Self-Regulating Behaviour: EFT Pg 9
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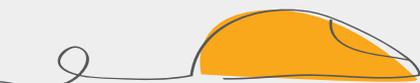
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Subscribe to our monthly e-newsletter!

New courses are created throughout the term that don't make it into this guide. Sign up for our newsletter and we'll email you once a month with courses starting that same month.

Sign up at: www.yukoncollege.yk.ca/programs/continuing-education

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How to Register

1 By Phone

867.668.8710 or
toll free 1.800.661.0504

Simply quote the CRN found in red below the course description.

2 In Person

500 College Dr., Whitehorse

Drop by the Admissions Office, across from Yukon College Bookstore at Ayamdigt Campus.

3 By Fax

867.668.8899

Call 867.668.8710 to have a registration form faxed to you. If you are in the communities, contact your Community Campus for forms.

Policies

First come, first served

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

Course cancellation

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

Registration deadline

The registration deadline is typically five days prior to the course start date. You may register after the registration deadline for courses that have seats available.

Course fees

You must pay all course fees when you register. We accept payment by Visa, MasterCard, Amex, cash, debit, cheque, money order or Purchase Order. We will not accept post-dated cheques.

Withdrawing from a course

If you need to withdraw from a course, please notify the Admissions Office in person or by telephone (867.668.8710), five business days prior to the course start date to allow for a refund.

Withdrawal policy

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

Getting a refund

If Continuing Education and Training cancels a course due to low enrolment or other unforeseen circumstances, you will be given the choice of a refund, a transfer into another scheduling of the course, or a credit towards any other CET course. Refunds for withdrawals will be made in accordance with the Withdrawal Policy above.

Why has my course been cancelled?

Our classes run because of you. If you don't sign up for a course right away, you may find that it has been cancelled due to low enrolment. So sign up early!

If your schedule changes and you are unable to attend the class, we will be happy to move your registration to a later offering of the course, or refund your money. Refunds for withdrawals will be made in accordance with the Withdrawal Policy above.



make the leap...
with more confidence.

Business and Professional Training

REGISTRATION 867.668.8710 | **INFORMATION** 867.668.5200

www.yukoncollege.yk.ca/programs/continuing-education

PROJECT MANAGEMENT

More and more organizations are adopting – and benefiting from – the use of project management techniques. Using project management processes allows your team to react faster, develop more efficient service delivery strategies, and improve customer service in a cost-effective manner.

Continuing Education and Training offers a comprehensive Project Management Professional Development series of courses and certificate programs. These programs are based on the Project Management Institute's (PMI's) standards and guidelines, use the Project Management Body of Knowledge (PMBOK), offer Professional Development Unit (PDU) credits, and give you access to the Certification Preparation workshops.

The workshops include programs ranging from basic to advanced topics and also include Project Management Professional (PMP) and Certified Associate in Project Management (CAPM) Certification Preparation programs.

The courses can be taken individually or combined as part of a program. All courses are offered in partnership with National Project Management Inc.

Instruction provided by National Project Management Inc. faculty.



Project Management Essentials: Part 1 PROJ 001

This course is specifically designed for new project managers or those without previous formal project management training. The course provides a comprehensive overview of project management techniques so you can effectively plan, manage, and control projects based on the standards of the Project Management Institute. Theory and practical examples of these methodologies are provided in an interactive format, and skills gained can be immediately applied at work. Earn Professional Development Unit (PDU) credits from PMI.

CRN 20422	Feb 12 -14 8:30am-4:30pm	Mon-Wed \$997.50 + GST
CRN 20423	Apr 23-25 8:30am-4:30pm	Mon-Wed \$997.50 + GST

Project Management Essentials: Part 2 PROJ 003

This course is a continuation of Part 1. Participants receive more advanced skill development based on the theory and fundamentals of the PMI framework. Executing project management in the real world requires practical skills to tackle many issues. Changing client requirements, multiple scope change requests, limited resources, lack of authority and difficult clients are all problems that a project manager must manage and control. This course provides a comprehensive overview of these issues and provides practical tools, based on PMI best practices, for managing them. Instruction and industry examples of these skills are provided in an interactive format. Earn Professional Development Unit (PDU) credits from PMI.

CRN 20425	Feb 15 & 16 8:30am-4:30pm	Thur & Fri \$997.50 + GST
CRN 20427	Apr 26-27 8:30am-4:30pm	Thur & Fri \$997.50 + GST

Project Management Professional (PMP) Certification Exam Preparation PROJ 002

Certification from the PMI is the industry standard for demonstrating competence of project management skills. This course provides all you need to prepare for the PMI PMP certification exam, including a review of all PMI knowledge areas, a 1000 page reference binder, exam simulation software, and the best-seller PMP Prep Study Guide.

CRN 20431	Mar 12-16 8:30am-4:30pm	Mon-Fri \$1,997.50 + GST
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Managing Project Teams and Stakeholders PROJ 004

Discover how improved communication and influencing techniques will help you find success in motivating teams, delegating, organizing, problem solving, selling ideas, obtaining information, reporting on performance, managing organizational transition, and implementing ideas. This course provides comprehensive skills development training with practical strategies and tools, along with a variety of real life examples of their application.

CRN 30010	May 14 & 15 8:30am-4:30pm	Mon & Tues \$997.50 + GST
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MS Project 2013 for Managing Projects PROJ 006

MS Project is a powerful industry standard software tool that can help you manage projects, programs, and multiple tasks. This course provides training in: creating a project plan; identifying tasks; assigning resources to tasks; creating a project calendar; and creating custom reports to monitor progress. You will also learn how to create project plan templates that significantly improve your organization's efficiency. Students are provided with best practices along with real life project management examples of their application in a hands-on interactive format.

CRN 30013	June 4 & 5 8:30am-4:30pm	Mon & Tues \$997.50 + GST
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Project Risk Management PROJ 005

This course provides a systematic approach of identifying risks, analyzing the risks for potential impact to the organization or project, creating strategies to mitigate risks, applying risk response measures when risk events occur, and establishing procedures for monitoring, controlling, and reporting on risks. Concepts and practical tools are provided for learners to manage risk in their own organizations and projects. Learn the internationally-recognized risk management process defined in A Guide to Project Management Body of Knowledge.

CRN 30012	May 16 & 17 8:30am-4:30pm	Tues-Wed \$997.50 + GST
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MS SharePoint for Project Management PROJ 007

Microsoft SharePoint is an integrated suite of server capabilities that can provide organizational efficiency for document management, information sharing, business process integration, and team collaboration across your organization. Learn to easily create and manage collaborative websites that integrate seamlessly with the web, Windows, and MS Office. Develop a comprehensive understanding of SharePoint's features and capabilities, including how to create a Project Management Collaboration and Management Site.

CRN 30011	June 7 & 8 8:30am-4:30pm	Thurs - Fri \$997.50 + GST
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CONFLICT RESOLUTION - JIBC

Foundations of Collaborative Conflict Resolution CRES 1100

This is a prerequisite for most other JIBC courses.

This foundation course offers you effective and practical tools for resolving conflicts collaboratively. Through examination of the sources of conflict attitudes and beliefs, conflict styles, and the role of assumptions and emotions, you will gain an overview of conflict dynamics and collaboration strategies. This highly participatory course emphasizes self-awareness and understanding through structured exercises and simulations.

CRN 20399	Feb 19-21 8:30am-4:30pm	Mon-Wed \$625 + GST
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Building Your Communication Toolbox CRES 1302

Communication skills that are the building blocks of mediating, negotiating and resolving interpersonal conflict are the focus of this course. Skills are demonstrated and then you will have the opportunity to practice in short exercises involving conflict situations. Specific skills include non-defensive listening, questioning, reframing and assertive speaking.

CRN 20395	April 19 & 20 8:30am-4:30pm	Thurs & Fri \$450 + GST
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Dealing with Anger CRES 1190

Prerequisite: CRES 1100 or CRES 1100

In this course, you will focus on communication skills that are the building blocks of mediating, negotiating and resolving interpersonal conflict. Skills are demonstrated and you will have the opportunity to practice in short exercises involving conflict situations. Specific skills include non-defensive listening, questioning, reframing and assertive speaking.

CRN 30008	May 23-25 8:30am-4:30pm	Wed-Fri \$625 + GST
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NORTHERN GARDENING

Gardening for Beginners GARD CE01

An introduction to gardening basics to help you get you growing this season. An overview of seeds, planting and transplanting, as well as the basics of soils, composting and watering will be provided. Tips and strategies for improving vegetable and flower growth performance in the context of Yukon climate and conditions will be emphasized.

CRN 20433	Feb 3 & 4 Sat 9am-4pm / Sun 9am-12pm	Sat & Sun \$149 + GST
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CRN 20435	Apr 14 & 15 Sat 9am-4pm / Sun 9am-12pm	Sat & Sun \$149 + GST
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Yukon Master Gardener GARD 010

Presented in partnership with the Yukon Agriculture Branch.

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

CRN 20437	Feb 13, 15, 17, 20, 22, 27, Mar 1, 3, 6, 8, 13 Tues & Thurs 6pm-9pm / Sat 9am-5:30pm	\$295 + GST
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BOOKKEEPING AND ACCOUNTING

Professional Bookkeeping Series

This series of courses will provide you with a solid base of industry best practices in bookkeeping. You can focus on one course and enhance a specific skill set, or complete the entire six-course series for a thorough understanding of accounting, financial recording, and the software that accompanies this line of work. Attendance in all courses is mandatory and you must complete all six of the required/core courses below to receive notice of completion for the series.

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

Bookkeeping Fundamentals – Level 1 ACCT 003

This 21-hour course is designed for those with little or no bookkeeping experience. With a focus on basic accounting theory and foundations in general procedures, this intensive course will show you how all the pieces fit together; setting up journals, ledgers, credit/debit notes, preparing a trial balance, income statement and balance sheet, fiscal period-end, bank reconciliation and closing adjustments.

[Check Website for Upcoming Dates](#)

Excel 2016 – Level 1 EXCL 001

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

CRN 20369 Apr 24–May 8 Tues & Thur
6:30pm–9:30pm \$249 + GST

Excel 2016 – Level 2 EXCL 002

Prerequisite: Excel experience or completion of Excel Level 1

Build on your 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!

CRN 30007 May 17–31 Tues & Thur
6:30pm–9:30pm \$249 + GST

Sage 50 2015 – Level 1 ACCT 001

This two and a half-day course is an excellent introduction to Simply Accounting software. Starting with the interface, you will learn to navigate through features, set up transactions in the general journal, establish your accounts receivable and payables, and set up payroll for small-to-medium size businesses. In addition, there will be overviews of the types of reports available, saving your year end, and starting a new fiscal year.

[Check Website for Upcoming Dates](#)

QuickBooks 2016 Level 1

ACCT 008

Level 1 teaches you how to perform daily accounting tasks in the General Ledger, Accounts Receivable, Accounts Payable and Payroll. This course is intended for someone who will be primarily doing data entry in QuickBooks. Students must be able to demonstrate basic PC and Windows skills. In addition, it is important to understand how a business functions to fully understand the concepts discussed.

[Check Website for Upcoming Dates](#)

PROFESSIONAL DEVELOPMENT

Professional Minute-Taking

MINU 001

Establish yourself as the minute-taking expert in your organization. Build or improve upon skills such as agenda writing, selecting appropriate minute templates, concise summarizing, and listening. By providing ample tips, feedback and examples, this course will swiftly improve your minute-taking skills and confidence.

CRN 20368 Jan 26 Fri 9am–4pm \$195 + GST

HUMAN RESOURCES

Total Rewards

HRAC 003

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

CRN 20354 Jan 27, Feb 1, Feb 3 Thurs & Sat
Thurs 6pm–9pm / Sat 8am–4pm \$395 + GST

Onboarding & Mentoring

HRAC 005

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.

CRN 20361 Mar 3, 8, 10 Thurs & Sat
Thurs 6pm–9pm / Sat 8am–4pm \$395 + GST

Performance Management

HRAC 006

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 inter-relationships between leadership, motivation, quality assurance, and customer satisfaction.

CRN 20362 Apr 7, 12, 14 Thurs & Sat
Thurs 6pm–9pm / Sat 8am–4pm \$395 + GST

CONVERSATIONAL LANGUAGES

Spanish Level 2

SPAN 002

Prerequisite: Spanish Level 1 or basic Spanish vocabulary.

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

CRN 20367 Jan 23–Feb 15 Tues & Wed
6:30pm–8:30pm \$225 + GST



make the leap...
to better understanding.

Northern Institute of Social Justice



i REGISTRATION 867.668.8710 | **INFORMATION** 867.456.8589

www.yukoncollege.yk.ca/programs/centres-institutes/northern-institute-social-justice

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

The Northern Institute of Social Justice (NISJ), part of Yukon College, coordinates, develops and delivers training programs for people in jobs with a social justice-related component or connection, in public and First Nation governments, non-government organizations, and businesses. The jobs are found in many fields, including corrections, counseling, education, emergency services, health and wellness, investigation, justice, policing, regulatory enforcement, social services, etc. NISJ training programs are delivered primarily to frontline workers, but also supervisors, managers, members of boards and tribunals, students and the general public.

Course development and delivery is an on-going activity. Please check the website or contact the NISJ for information about other courses available through the institute, or to discuss training needs and the possibility of developing and delivering new courses.

NISJ programs are developed and delivered by instructors from the college, community, and public and private sectors. The institute develops and delivers "common training" in which members of the public and organizations train together; and also develops and delivers "contract training" in which people from one workplace or organization train together.

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

Arbitration Training - Introduction

JUST 029

This 1-day course is an expansion of the 3 hour course piloted in 2016. This course introduces participants to the basics of what is an arbitration; and focuses on how and why arbitration is different than other forms of dispute resolution. At the end of the course, participants will be familiar with all aspects of arbitration and how it fits into dispute resolution.

CRN 20375 Feb 15 9am-4:30pm \$175 + GST

Applied Suicide Intervention Skills Training ASIS 002

This FREE session is made possible under the Yukon Mental Wellness Strategy: Forward Together

The two-day Applied Suicide Intervention Skills Training is designed to prepare caregivers of all backgrounds to provide first aid to persons at risk of suicide. The training is intended to improve caregiver skills and abilities to intervene until either immediate danger of suicide is reduced or additional resources can be accessed. The workshop is designed to give participants the emergency "first aid" skills for helping people at risk of suicidal behaviours. Intervention attitudes, knowledge, skills and resources are presented in two days of practical training. Participants will receive a certificate from Living Works in Alberta, which is a public service company that develops, delivers and distributes programs for the prevention of suicide. ASIST is coordinated in Alberta by Suicide Prevention Training Programs. ASIST is the most widely used suicide intervention-training program in the world.



Participants must be 16 years or older. Register for this FREE session at: epl.y.com/ForwardTogetherTraining2017

FREE! Jan 31–Feb 1 8:30am–4:30pm Location: Yukon College

FREE! Mar 20 & 21 8:30am–4:30pm Location: Yukon College

Understanding Legislation

JUST 019

This 1-day course introduces non-lawyers to the theory and practice of interpreting legislation and regulations. No previous course work in law is required to take this course. 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.

CRN 20372	Feb 6	9am-5pm	\$175 + GST
CRN 20376	Feb 16	9am-5pm	\$175 + GST

Practice and Procedures for Decision Makers JUST 006

****This course is a pre-requisite to take Advanced Decision-Writing****

This introductory course is for members of boards, tribunals and committees with a quasi-judicial function. The course was developed by the B.C. Council of Administrative Tribunals, and is designed to provide participants with a better understanding of their role and responsibilities as tribunal members.

CRN 20373	Feb 7-9	Wed-Fri	\$600 + GST
	Wed & Thurs 9am-5pm / Fri 9am-12pm		

Advanced Decision-Writing JUST 004

Prerequisite: Practice and Procedures for Decision-Makers

This 2-day course builds on the decision-writing module in Practice and Procedures. The purpose is to assist board and tribunal members to acquire and retain writing skills directly relevant to them. Participants will practice particular skills and techniques through focused writing exercises, and by revising one of their own decisions. They will receive individual feedback on their decision from the instructor. The course will include large and small group discussion and exercises.

CRN 20374	Feb 12-13	9am-4:30pm	\$450 + GST
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Working with Trauma JUST CE70

This course is designed to provide participants with an introduction to:

- trauma and the impact of trauma on the whole person;
- vicarious trauma, burnout and compassion fatigue and the implication of client traumas on those who work directly or indirectly with clients;
- tools for preventing and managing vicarious trauma, burnout, and compassion fatigue.

Note: The term trauma is used in various contexts. This course focuses on trauma that results specifically from interactions between people, not trauma resulting from environmental disasters. This course is not intended to be a personal therapy modality.

CRN 20380	Mar 8-9	9am-4:30pm	\$250 + GST
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FASD – Informed Support FASD 010

This 9-hour course aims to answer the following questions of caregivers, multidisciplinary front-line service providers, professionals, community members and others who care about and work with individuals with FASD.



What are the signs of an invisible, neuro-behavioural disorder? How do brain differences affect the individual's behavior, learning, and social outcomes? How is this condition experienced first-hand? How must our typical interventions, environments and services be modified to better support those individuals with this challenging disability and their caregivers? How can we work together to help prevent further adverse life events and offer successful support?

CRN 20378	Feb 27 & 28	Tues & Wed	\$90 + GST
	Tues 9am-5pm / Wed 9am-12pm		

Supporting Your Staff Through Loss & Grief JUST 048

This is a half-day course developed and delivered by Hospice Yukon staff for the NISJ. Grief affects all workplaces. The effects of grief are felt by those who experienced the loss, and by their co-workers.



This course is intended to help those with leadership responsibilities to: take an in-depth look at the nature of grief; develop practical tools to provide effective leadership in crises and high stress periods; learn to anticipate the challenges of supporting employees through loss in the workplace; establish appropriate support and maintain productivity in your unique work environment; hear first-hand from guest speakers who have provided excellent leadership during times of loss in their workplaces.

For more information call Hospice Yukon 867.667.7429

CRN 20387	Feb 28	8:30am-12pm	\$95 + GST
	Location: Association Franco-Yukonnaire Centre		

Expressive Art Skills JUST CE71

Expressive Arts works with participants' creativity and imagination and involves such activities as movement, sound, writing and visual arts. In a half-day session, instructor Juliette Anglehart Zedda will work with you and other participants in creating characters, making masks that reflect the characters, and exploring movement to develop the characters. The session will conclude with writing a story that includes those characters.



Who would benefit from this workshop? Anyone curious about incorporating the arts into daily life. No experience required.

CRN 20379	Mar 3	1pm-5pm	\$95 + GST
	Location: Grace Space (upstairs, Horwood's Mall)		

YFN 101: History of Yukon First Nations and Self-Government YFN 001

This one-day course is intended for anyone interested in learning more about Yukon First Nations and Self-Government. Develop a broader understanding and appreciation for the key moments in Yukon First Nations distant and recent past, in a day that includes interactive activities, discussions and presentations by staff in the Yukon First Nations Initiative department at Yukon College. The instructors incorporate historical timelines, facts, personal stories, and activities for an engaging look at history and recent developments.



CRN 20381	Mar 15	8:30am-4:30pm	\$200 + GST
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YFN 101: ONLINE* YFN 001

Yukon First Nations 101 has been developed to educate students and employees 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 self-paced course was developed in partnership with Yukon College and the Council of Yukon First Nations, and has been vetted by the 14 Yukon First Nations.



***Registration starting Sept 1/18 and ending Apr 30/18.** You will have on-going access to this course so that you may refer to the course information from time to time. However, in order to receive a passing grade from Yukon College, please complete this course prior to the end of the next college term (August 31, 2018).

CRN 20386	SELF-PACED		\$89.99 + GST
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Self-Regulating Behaviour through Emotional Freedom Techniques

JUST 035

EFT is a needle-free version of acupuncture where certain body points are tapped with your fingertips. This technique frequently reduces physical pain, cravings and emotional stress. It is easy to learn, safe and nonintrusive. It is particularly useful with past traumas and is becoming the treatment of choice for Post-Traumatic Stress Disorder (PTSD). This course is intended for any adult interested in learning basic EFT. The training is designed as a workshop. It is not a treatment program.

CRN 20382 Mar 16 9am–4:30pm \$200 + GST
Tues 9am-5pm / Wed 9am-12pm

The Ethics of Helping: Boundaries and Relationships

JUST CE73

Ethics are at the heart of competent and effective practice for anyone in the helping field. It is very common for anyone working in the social services field to encounter ethical dilemmas. This workshop is designed to give individuals and organizations an opportunity to review common principles and standards for ethical practice that are relevant for their settings. Participants will practice using an ethical decision-making process to work through common areas of ethical concerns and leave with a stronger awareness of their own ethical base. This is an introductory-intermediate level workshop intended for social workers, social service and health care professionals, and anyone working in the social service profession.

Register online at ca.ctrinstitute.com. Register by phone at 877.353.3205. Questions? Call CTRI at 877.353.3205 or NISJ at 867.456.8590 or email info@ctrinstitute.com

Feb 19 9am-4pm \$235 + GST
EARLY BIRD RATE \$209*
*Register before Jan 29

Anxiety: Practical Intervention Strategies

JUST CE74

Anxiety represents our body's natural alarm system, signalling to us the possibility of danger. When this response arises too frequently or intensely and doesn't match actual situations of danger, it can interfere with life and cause great distress. While every person experiences anxiety, it is estimated that over a quarter of the population will experience anxiety at levels that cause distress in their lives. There is also an increasing concern for rising anxiety among children, youth and elders. This workshop will explore when anxiety is adaptive and in order, compared to when it becomes disordered. Participants will learn practical and accessible strategies which can be applied across the lifespan and address the physical, emotional, cognitive and social aspects of anxiety. This is an introductory level workshop intended for social workers, social service and health care professionals, teachers, parents, and anyone working with people who struggle with anxiety.

Register online at ca.ctrinstitute.com. Register by phone at 877.353.3205. Questions? Call CTRI at 877.353.3205 or NISJ at 867.456.8590 or email info@ctrinstitute.com

Feb 20 9am-4pm \$235 + GST
EARLY BIRD RATE \$209*
*Register before Jan 30

De-escalating Potentially Violent Situations

JUST CE75

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 workshop is designed to teach people 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 styles. Participants will develop a clear understanding of how to assess the potential for violence and respond with a diverse set of interpersonal tools and strategies designed to defuse potentially violent situations. This is an introductory-intermediate level violence prevention workshop intended for anyone wanting to learn more about violence and interpersonal strategies useful in de-escalating the imminent threats of violence.

Register online at ca.ctrinstitute.com. Register by phone at 877.353.3205. Questions? Call CTRI at 877.353.3205 or NISJ at 867.456.8590 or email info@ctrinstitute.com

Mar 7 9am-4pm \$235 + GST

EARLY BIRD RATE \$209*
*Register before Feb 14

Managing Difficult Client Relationships

JUST CE76

For those who work in social services, it can be very challenging when clients are vulnerable, stressed-out, or quick to engage in conflict. Difficult dynamics in the service relationship are often amplified by environmental factors. Participants will analyze what contributes to these challenges, including the intra-personal factors, inter-personal factors and organizational factors. Utilizing case studies, participants will learn how to alter their interactions with clients they find difficult in order to transform unhealthy patterns, resulting in more positive outcomes. This workshop gives participants a straightforward approach that creates dramatic differences in the outcomes of conversations with clients they find difficult. This is an introductory level workshop intended for social service and health care professionals, teachers, and anyone working with people who exhibit challenging behaviours.

Register online at ca.ctrinstitute.com. Register by phone at 877.353.3205. Questions? Call CTRI at 877.353.3205 or NISJ at 867.456.8590 or email info@ctrinstitute.com

Apr 24 9am-4pm \$235 + GST

EARLY BIRD RATE \$209*
*Register before Apr 3

Lateral Violence - Working Towards Solutions

JUST CE77

Lateral violence occurs when harmful behaviours we experience show up in our interactions with our families, communities and organizations. It is expressed in many forms including lack of trust, favoritism and poor communication – these issues typically lead to conflict between individuals or within an entire group. Moving beyond the cycle of lateral violence begins with people becoming aware of its causes and impacts. This workshop will teach participants to understand the dynamics of lateral violence and how to work towards solutions for prevention by developing a better personal awareness and enhancing communication and conflict resolution skills.

Register online at ca.ctrinstitute.com. Register by phone at 877.353.3205. Questions? Call CTRI at 877.353.3205 or NISJ at 867.456.8590 or email info@ctrinstitute.com

Apr 25 9am-4pm \$235 + GST

EARLY BIRD RATE \$209*
*Register before Apr 4





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Industry and Safety Training

i REGISTRATION 867.668.8710 | **INFORMATION** 867.668.5200

📄 www.yukoncollege.yk.ca/programs/continuing-education

FOODSAFE Level 1

HLTH 004

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

CRN 20391	Jan 27	Sat	8:30am-5:30pm	\$95
CRN 20394	Feb 17	Sat	8:30am-5:30pm	\$95
CRN 20393	Mar 24	Sat	8:30am-5:30pm	\$95
CRN 20390	Apr 4	Wed	8:30am-5:30pm	\$95
CRN 20392	Apr 28	Sat	8:30am-5:30pm	\$95

HazWOPER 40 Hour

SAFE CE08

(Hazardous Waste Operations and Emergency Response)

This 40-hour course is for those involved in clean-up operations, emergency response operations, or the storage/disposal/treatment of hazardous materials or contaminated sites. Established by the US Occupational Safety and Health Administration, this standard protects workers from hazardous substances through extensive and rigorous training for workers and supervisors. Offered in partnership with BluMetric Environmental.

CRN 20388	Feb 12-16	Mon-Fri	8:30am-5:30pm	\$1,500 + GST
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HazWOPER 8 Hour – Refresher

SAFE CE09

(Hazardous Waste Operations and Emergency Response)

Update and recertify your HazWoper certification with this 8 hour course. Offered in partnership with BluMetric Environmental.

[Check Website for Upcoming Dates](#)



Enform: H2S Alive

H2S 001

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

CRN 20213	Feb 14	Wed	8:30am–4:30pm	\$175 +GST
CRN 20219	Mar 22	Thu	8:30am–4:30pm	\$175 +GST
CRN 20224	Apr 12	Thu	8:30am–4:30pm	\$175 +GST

Confined Space Awareness

CNSP 003

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 seven-hour course will give you the understanding and rules behind safe confined space entry operations.

CRN 20215	Mar 19	Mon	8:30am–4:30pm	\$175 +GST
CRN 20223	Apr 11	Wed	8:30am–4:30pm	\$175 +GST

Transportation of Dangerous Goods

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 by learning how to avoid dangerous accidents and understanding your responsibilities as a shipper/handler. Earn a TDG certificate (clear language edition) in the process.

CRN 20210	Feb 12	Mon	8:30am–4:30pm	\$79 +GST
CRN 20217	Mar 20	Tue	8:30am–4:30pm	\$79 +GST
CRN 20220	Apr 9	Mon	8:30am–4:30pm	\$79 +GST

Workplace Hazardous Materials Information Systems

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.

CRN 20210	Feb 12	Mon	1:30pm–5pm	\$79 +GST
CRN 20216	Mar 20	Tue	1:30pm–5pm	\$79 +GST
CRN 20221	Apr 9	Mon	1:30pm–5pm	\$79 +GST

Fall Protection

SAFE 005

Learn how to work with fall protection equipment in this intensive, one-day 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!

CRN 20212	Feb 13	Tue	8:30am–4:30pm	\$175 +GST
CRN 20218	Mar 21	Wed	8:30am–4:30pm	\$175 +GST
CRN 20222	Apr 10	Tue	8:30am–4:30pm	\$175 +GST

Rigging and Hoisting

RIGG 001

This 18-hour course will give you an intensive introduction to heavy lifting. Learn how to lift with cranes, hoists and wire rope while exploring different types of rope, their uses and proper storage. Build your understanding of hand signals and various knots, bends and hitches, and learn WCB regulations for a safe and efficient workplace. Steel-toed boots required.

CRN TBD	TBD	Mon-Wed	9:00am–4pm	\$349 +GST
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First Aid: Canadian Red Cross



Canadian Red Cross Croix-Rouge canadienne

Training Partner /
Partenaire de formation

i REGISTRATION 867.668.8710 | **INFORMATION** 867.668.5200

www.yukoncollege.yk.ca/programs/continuing-education

Course time: 8:30am–5:30pm (unless otherwise noted)

STANDARD FIRST AID

Standard First Aid/CPR-C
16 hours | \$195

FA 003

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

CRN 20326	Jan 13-14	Sat-Sun
CRN 20327	Jan 17-18	Wed-Thu
CRN 20328	Jan 27-28	Sat-Sun
CRN 20329	Jan 31-Feb 1	Wed-Thu
CRN 20330	Feb 10-11	Sat-Sun
CRN 20331	Feb 13-14	Tue-Wed
CRN 20332	Feb 28-Mar 1	Wed-Thu
CRN 20333	Mar 5-6	Mon-Tue
CRN 20334	Mar 17-18	Sat-Sun
CRN 20335	Mar 24-25	Sat-Sun
CRN 20337	Apr 4-5	Wed-Thu
CRN 20338	Apr 14-15	Sat-Sun
CRN 20339	Apr 17-18	Tue-Wed

Standard First Aid/CPR-C Recertification
8 hours | \$125

FA 022

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

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

CRN 20311	Jan 6	Sat
CRN 20341	Jan 22	Mon
CRN 20342	Feb 3	Sat
CRN 20343	Feb 15	Thu
CRN 20344	Mar 7	Wed
CRN 20345	Apr 25	Wed

CPR-C AED

CPR-C AED Recertification
4 hours | \$75

CPR 006

Prerequisite: current CPR-C AED certification.

Update and recertify your CPR-C AED certification in this four-hour course.

CRN 20346	Jan 24	Wed	6pm–10pm
CRN 20347	Feb 21	Wed	1pm–5pm
CRN 20348	Mar 8	Thu	6pm–10pm
CRN 20349	Apr 12	Thu	1pm–5pm

CPR-HCP AED Recertification
4 hours | \$75

CPR 002

Prerequisite: current CPR-HCP AED certification.

Update and recertify your CPR-C AED certification in this four-hour course.

CRN 20350	Jan 25	Thu	6pm–10pm
CRN 20351	Feb 22	Thu	1pm–5pm
CRN 20352	Mar 23	Fri	6pm–10pm
CRN 20353	Apr 23	Mon	1pm–5pm

BABYSITTING

Babysitting – Red Cross

FA 004

The Babysitting course, refreshed and revised, now has a greater emphasis on First Aid skills. The Canadian Red Cross Babysitting course covers everything from managing difficult behaviours to essential content on leadership and professional conduct as a babysitter. Babysitting promises to deepen and enhance the responsibility that older youth feel when caring for younger children. This updated curriculum, complete with new science, also provides improved learning when it comes to giving the appropriate care in the event of an emergency.

CRN 20439 Feb 26 Mon 8:30am-5:30pm \$125

CRN 20440 Apr 27 Fri 8:30am-5:30pm \$125

WILDERNESS FIRST AID

Wilderness and Remote First Aid/CPR-C 24 hours | \$295

WFA 010

Basic level of Wilderness & Remote First Aid that covers material in Standard First Aid/CPR-C, plus special material on techniques for wilderness and remote areas. Course also offers strategies for providing extended care for up to 24 hours. Part of the course is taught in an outdoor setting and requires greater physical activity and endurance than typical first aid training. Suitable for those who work or live in remote locations or who are outdoor recreation enthusiasts.

CRN 20355 Mar 19-21 Mon-Wed 8:30am-5:30pm

CRN 20356 Apr 24-26 Tue-Thu 8:30am-5:30pm

Wilderness and Remote First Aid/ CPR-C Recertification 12 hours | \$150

WFA 012

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

Update and recertify your Wilderness and Remote First Aid/CPR-C certification in this 12-hour course.

CRN 20357 Mar 9-10 Fri-Sat
Fri 6pm-10pm / Sat 8:30am-5:30pm

Advanced Wilderness and Remote First Aid/CPR-C 40 hours | \$495

WFA 011

Comprehensive first aid and CPR 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. Part of the course is taught in an outdoor setting and requires greater physical activity and endurance than typical first aid training.

CRN 20358 Feb 5-9 Mon-Fri 8:30am-5:30pm

CRN 20359 Apr 20-29 Fri-Sun x2
Fri 6pm-10pm / Sat 8:30am-5:30pm

Advanced Wilderness and Remote First Aid/CPR-C Recertification 20 hours | \$295

WFA 013

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

Update and recertify your Advanced Wilderness and Remote First Aid/CPR-C certification in this 20-hour course.

CRN 20360 Apr 6-8 Fri-Sun
Fri 6pm-10pm / Sat & Sun 8:30am-5:30pm

EMERGENCY MEDICAL RESPONDER

Emergency Medical Responder – Advanced First Aid 80 hours | \$1000

EMR 001

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

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

CRN 20363 Feb 26-Mar 9 Mon-Fri x2 8:30am-5:30pm

Emergency Medical Responder – Recertification 40 hours | \$595

EMR 002

Prerequisite: current Emergency Medical Responder certification.

Update and recertify your EMR certification in this 40-hour course.

CRN 20364 Mar 12-16 Mon-Fri 8:30am-5:30pm

CONTRACT COURSES

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Online Courses

i REGISTRATION online at ed2go.com/yukon | **INFORMATION** 867.668.5200



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- Adobe software
- Digital photography
- Graphic and web design

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- Publishing
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Dan Anton at **867.668.5258** | danton@yukoncollege.yk.ca

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Winter/Spring 2018



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