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.
What’s Inside

5 Business and Professional Training
  5 Project Management
  6 Professional Development
  7 Bookkeeping and Accounting
  8 Conflict Resolution

9 NISJ: Northern Institute of Social Justice

12 First Nations Initiatives

13 First Aid: Canadian Red Cross
  13 Standard First Aid
  14 Emergency Medical Responder
  14 Wilderness and Remote First Aid

15 Safety Training

17 Northern Gardening

18 Online Courses

19 Contract Training

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 Ayamdigut 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.

CE Online
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
# Month-by-Month Calendar

## January – June 2019

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

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>12</td>
<td>Standard First Aid/CPR-C</td>
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<tr>
<td>14</td>
<td>Standard First Aid/CPR-C</td>
</tr>
<tr>
<td>15</td>
<td>Yukon First Nations 101</td>
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<tr>
<td>16</td>
<td>CPR-C AED Recertification</td>
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<tr>
<td>17</td>
<td>Understanding Land Claims, in a First Nations Context</td>
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<td>17</td>
<td>FOODSAFE Level 1</td>
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<td>18</td>
<td>Babysitter Training</td>
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<td>19</td>
<td>Standard First Aid Recertification</td>
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<td>22</td>
<td>Applied Suicide Intervention Skills Training</td>
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<td>25</td>
<td>Professional Minute-Taking</td>
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<td>26</td>
<td>Standard First Aid/CPR-C</td>
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<td>28</td>
<td>Standard First Aid/CPR-C</td>
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<td>CPR-C AED</td>
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<td>29</td>
<td>Bookkeeping Fundamentals</td>
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<td>FASD – Informed Support</td>
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### February

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<tr>
<td>2</td>
<td>Standard First Aid Recertification</td>
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<td>4</td>
<td>EMR Advanced First Aid</td>
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<tr>
<td>5</td>
<td>Understanding Legislation and Regulation</td>
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<tr>
<td>5</td>
<td>Standard First Aid/CPR-C</td>
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<td>6</td>
<td>Practice and Procedures for Decision Makers</td>
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<td>7</td>
<td>Right Use of Power</td>
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<td>9</td>
<td>Performance Management</td>
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<td>9</td>
<td>Standard First Aid/CPR-C</td>
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<tr>
<td>11</td>
<td>Advanced Decisions Writing</td>
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<td>11</td>
<td>Project Mgmt Essentials: Part 1</td>
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<td>11</td>
<td>CPR-C AED Recertification</td>
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<td>12</td>
<td>Yukon Master Gardener</td>
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<td>12</td>
<td>Spanish Level 2</td>
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<tr>
<td>13</td>
<td>Foundations of Collaborative Conflict Resolution</td>
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### March

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<tr>
<td>4</td>
<td>EMR Recertification</td>
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<tr>
<td>8</td>
<td>A Wellness Day</td>
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<td>9</td>
<td>Onboarding &amp; Mentoring</td>
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<tr>
<td>9</td>
<td>Standard First Aid/CPR-C</td>
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<td>11</td>
<td>PMP Certification Exam Preparation</td>
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<td>Standard First Aid/CPR-C</td>
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<td>CPR-C AED</td>
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<td>Wilderness First Aid Recertification</td>
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<td>Standard First Aid Recertification</td>
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<td>19</td>
<td>Standard First Aid Recertification</td>
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<td>22</td>
<td>Advanced Wilderness First Aid Recertification</td>
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<td>23</td>
<td>Standard First Aid/CPR-C</td>
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<td>25</td>
<td>CPR-C AED Recertification</td>
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<td>26</td>
<td>Wilderness First Aid</td>
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<td>27</td>
<td>Navigating Difficult Client Relationships</td>
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<td>27</td>
<td>Standard First Aid/CPR-C</td>
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<td>28</td>
<td>Working with Trauma</td>
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### April

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<tr>
<td>1</td>
<td>EMR Advanced First Aid</td>
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<tr>
<td>3</td>
<td>Intro to SubArctic Permaculture</td>
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<tr>
<td>3</td>
<td>Resolving Conflict on the Frontline: Demonstrating Leadership at Work</td>
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<tr>
<td>6</td>
<td>Human Resources Strategy II</td>
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<td>Standard First Aid Recertification</td>
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<td>8</td>
<td>Project Mgmt Essentials: Part 1</td>
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<td>Standard First Aid/CPR-C</td>
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<td>Standard First Aid Recertification</td>
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<td>11</td>
<td>Project Mgmt Essentials: Part 2</td>
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<td>Gardening for Beginners</td>
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<td>Standard First Aid/CPR-C</td>
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<td>CPR-C AED</td>
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<td>14</td>
<td>Greenhouse Design</td>
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<tr>
<td>15</td>
<td>Wilderness First Aid</td>
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<tr>
<td>16</td>
<td>Organizational and Community Wellness, in a First Nations Context</td>
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<td>17</td>
<td>CPR-C AED Recertification</td>
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<td>23</td>
<td>Excel 2016 – Level 2</td>
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<td>Food Forest North of 60</td>
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<td>Standard First Aid/CPR-C</td>
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<td>29</td>
<td>Advanced Wilderness First Aid</td>
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### May

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<tr>
<td>7</td>
<td>Critical Incident Group Debriefing</td>
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<tr>
<td>8</td>
<td>Violence Threat Assessment – Planning and Response</td>
</tr>
<tr>
<td>13</td>
<td>Managing Project Teams and Stakeholders</td>
</tr>
<tr>
<td>13</td>
<td>Risk Management</td>
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<td>14</td>
<td>Excel 2016 – Expert</td>
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<tr>
<td>14</td>
<td>Human Resources</td>
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<td>Grief and the Frontline Professions</td>
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<td>Asserting Yourself In Conflict Situations</td>
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### June

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<tr>
<th>Start Date</th>
<th>Course Title</th>
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<tr>
<td>3</td>
<td>MS Project 2013 for Managing Projects</td>
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</tbody>
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For the most up-to-date schedule, please visit: www.yukoncollege.yk.ca/programs/continuing-education
Business and Professional Training

REGISTRATION 867.668.8710 | INFORMATION 867.668.5200

www.yukoncollege.yk.ca/ce/courses

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.

| CRN 20121 | Feb 11–13 8:30am-4:30pm | Mon–Wed | $997.50 + GST |
| CRN 20122 | Apr 8–10 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.

| CRN 20123 | Feb 14 & 15 8:30am-4:30pm | Thur & Fri | $997.50 + GST |
| CRN 20124 | Apr 11 & 12 8:30am-4:30pm | Thur & Fri | $997.50 + GST |
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 20125 Mar 11–15 8:30am–4:30pm Mon–Fri $1,997.50 + GST

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 30005 May 13 & 14 8:30am–4:30pm Mon & Tues $997.50 + GST

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.
CRN 30004 Jun 3 & 4 8:30am–4:30pm Mon & Tues $997.50 + GST

Risk Management PROJ 005
Risk is an important reality in managing projects. 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 (PMBOK)', and earn Professional Development Unit (PDU) credits from the Project Management Institute (PMI).
CRN 30006 May 15 & 16 8:30am–4:30pm Wed & Thurs $997.50 + GST

NEW! Project Management for the Construction Sector PROJ CE01
This course is equivalent to PROJ 001 – Project Management Essentials: Part 1. Gain a comprehensive overview of construction sector project management techniques to help you effectively plan, manage, and control projects. Theory and practical examples of methodologies are provided in an interactive format. For new and experienced construction sector project managers without formal training, developers, general contractors, subcontractors, owners, and consultants. Earn Professional Development Unit (PDU) credits from the Project Management Institute (PMI).
CRN 20213 Feb 28 – Mar 1 8:30am–4:30pm Thurs & Fri $997.50 + GST

PROFESSIONAL DEVELOPMENT

Professional Minute-Taking MINU 001
Establish yourself as the minute-taking expert in your organization and learn how to take this in-demand expertise to a professional level. 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 20184 Jan 25 9am–4pm Fri $199 + GST

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 TBD Check website for upcoming dates

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 TBD Check website for upcoming dates

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 interrelationships between leadership, coaching, motivation and engagement.
CRN TBD Check website for upcoming dates

NEW! Human Resources Strategy II HRAC CE01
Pre-requisite: Completion of Strategic HR Fundamentals I. Professional experience in the field of Human Resources may be considered.
Explore the elements that make up a successful human resource strategy – including people, performance and culture. Understand the challenges and dilemmas that senior human resource leaders face in their complex roles as strategists, change agents, integrators, problem solvers, advocates and leaders.
CRN 20269 April 6, 11 & 13 Sat (x2) 9am–4pm / Thurs 6pm-9pm $395 + GST

Check website for upcoming dates
BOOKKEEPING AND ACCOUNTING

Professional Bookkeeping Series
One of the most critical functions of good business practice is the maintenance of concise and accurate account and financial records. 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 certificate program and attain 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 within 5 years to receive the Professional Bookkeeping Certificate:

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

Bookkeeping Fundamentals – Level 2  
**ACCT 004**

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

This twenty-one-hour course is designed specifically 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. All questions are welcome in this well-paced, fun, and informative course!

**CRN 20438**
Jan 29, 31, Feb 5, 7, 12, 14, 15
Tues & Thur x 3, Fri x 1
6pm–9pm
$395 + GST

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.

TBD – Check website for upcoming dates

Excel 2016 – Level 2  
**EXCL 002**

**Prerequisite:** Excel experience or completion of Excel Level 1

Build on your Microsoft Excel 2016 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 20106**
Apr 23 – May 7
6:30pm-9:30pm
$249 + GST

Excel 2016 – Expert  
**EXCL 003**

**Prerequisite:** Completion of Excel Level 2 or Intermediate level of Excel experience

Excel Expert teaches students how to use a variety of intermediate and advanced features to merge workbooks, perform data analysis, and audit formulas in spreadsheets. Students also use summary functions, create PivotTables and Pivot Charts, and work with macros. Build your Microsoft Excel 2016 skill set to Expert Level!

**CRN 30003**
May 14–28
6:30pm-9:30pm
$249 + GST

Sage 50 2017 – Level 2  
**ACCT 002**

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

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

**CRN 30012**
May 24–26
Fri 6pm–9pm / Sat & Sun 8:30am–5:30pm
$395 + GST

WWW.YUKONCOLLEGE.YK.CA/PROGRAMS/CONTINUING-EDUCATION

7
CONFLICT RESOLUTION - JIBC

Foundations of Collaborative Conflict Resolution

This is a prerequisite for most other JIBC courses.

Dealing effectively with workplace conflicts is a key competency for success in any job. This foundation course offers you effective and practical tools for resolving conflicts collaboratively in the workplace. 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. Receive a digital recording of your role-playing exercise so you can self-assess and continue your development. This course is equivalent to CCR 100 & CCR 101.

CRN 20418  Feb 13–15  Wed–Fri  8:30am–4:30pm  $625 + GST

Resolving Conflict on the Frontline: Demonstrating Leadership at Work

Prerequisites: CRES-1100/CRES-1101 and CRES 1170

All members of organizations are expected and often required to handle workplace conflicts effectively, yet this can be a challenging task. This course will give you the knowledge and skills for assessing workplace conflict, determining whether a collaborative process or a more formal intervention process is needed and choosing the best intervention approach. You will practice analyzing workplace conflicts, and using a collaborative process to intervene as a third party. You will learn to demonstrate leadership in addressing conflict ways that move all people involved towards mutually agreeable solutions.

CRN 20440  Apr 3–5  Wed–Fri  8:30am–4:30pm  $625 + GST

Negotiation – Level 1

Prerequisites: CRES-1100 or CRES-1101

Negotiation skills are essential in daily interactions with others. Traditional approaches to negotiation promote competitive tactics, often resulting in unsatisfactory outcomes for one or both negotiators. Collaborative or interest-based negotiation aims for agreements that respond to the interest of both parties. Emphasis in this course is on skill development through simulated negotiations, assisted by trained coaches.

CRN 20417  Feb 18–20  Mon–Wed  8:30am–4:30pm  $625 + GST

CONVERSATIONAL LANGUAGES

German Level 1

GERM 001

Build vocabulary, learn conversational skills and explore the culture and traditions of German speaking countries. An excellent introductory course for people in the tourism industry or those interested in travel to Germany, Austria, or Switzerland.

CRN 20096  Feb 18 – Mar 13  Mon & Wed  6:30pm–8:30pm  $249 + GST

Spanish Level 2

SPAN 002

Prerequisite: Spanish Level 1 or basic Spanish vocabulary.

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

CRN 20419  Feb 12 – Mar 5  Tues & Thurs  6pm–9pm  $249 + GST
Drawing on the north’s leadership, unique values and diverse cultures, the NISJ delivers training courses and encourages support for related research.

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

Course development and delivery is an on-going activity. Please check the website or contact the NISJ for information about other courses available through the institute, or to discuss training needs and the possibility of developing and delivering new courses. NISJ courses are developed and delivered by instructors from the college, community, 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, Department of Education.

Mental Health First Aid for Northern Peoples JUST 034

This course is guided by a number of important principles including respect, cooperation, community, harmony, generosity, and resourcefulness. This northern version of the basic MHFA course integrates material that reflects the experiences of Aboriginal peoples - First Nation, Inuit, and Metis - as these peoples make up a large segment of the northern population. 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.

CRN 20041 Feb 26–28 8:30am–4:30pm $100 + GST Location: Yukon College

A Wellness Day JUST CE72

Curious about wellness? Wondering where to start? Short of time? Take a day for an orientation to wellness, with instructor Juliette Anglehart-Zedda and a small group of participants. Sample some practical wellness tools, and develop a basic personal wellness plan. It does not need to be complicated! Based on Cognitive Behavioural Therapy (CBT) fundamentals.

Who would benefit from this workshop? Employees, supervisors, entrepreneurs, caregivers, volunteers, retirees and anyone interested in preparing for spring with a wellness day.

CRN 20043 Mar 8 9am–4pm $50 + GST Location: Grace Space (upstairs, Horwood’s Mall)
**Applied Suicide Intervention Skills Training**  
ASIS 002

This FREE session is made possible under the Mental Wellness Strategy

ASIST 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. Intervention attitudes, knowledge, skills and resources are presented in two days of practical training.

Participants must be 16 years or older.

Register for this FREE session at: https://events.eply.com/ForwardTogetherTraining

FREE!  
Jan 22–23  8:30am–4:30pm  Location: Yukon College

**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 (the impact and implication of client traumas on those who work directly or indirectly with clients); and 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 20045  
Mar 28–29  9am–4:30pm  Location: Yukon College  $250 + GST

**FASD – Informed Support**  
FASD 010

This 9-hour course aims to answer the 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?

CRN 20049  
Jan 29–30  Tues & Wed  9am–4:30pm / Wed 9am–12pm  Location: Yukon College  $90 + GST

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

This 6-hour 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 20309  
Jan 15  8:30am–4:30pm  Location: Yukon College  $325 + GST

**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 by Yukon College and was vetted by the 14 Yukon First Nations.

Registration starting Jan 1/19 and ending Apr 30/19. 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 (Apr 30, 2019).

CRN 20406  SELF-PACED  $89.99 + GST

**Practice and Procedures for Decision Makers**  
JUST 006

This course is a prerequisite to 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. This course consists of four modules:

• Administrative Law and the Principles of Natural Justice
• Conducting Fair Hearings and Evaluating Evidence
• Decision-Making and Decision-Writing
• Ethical and Professional Responsibilities for Decision-Makers

CRN 20032  
Feb 6–8  9am–4:30pm / Fri 9am–12pm  Location: Yukon College  $600 + GST

**Advanced Decisions Writing**  
JUST 004

Pre-requisite: Practice and Procedures for Decisions Makers

This 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 practice particular skills and techniques through focused writing exercises, and by revising one of their own decisions. They receive feedback on their decision from the instructor. The course includes large and small group discussion and exercises.

CRN 20033  
Feb 11–12  9am–4:30pm  Location: Yukon College  $450 + GST
Introduction to Arbitration Training

This course introduces participants to arbitration and how and why it is different than other forms of dispute resolution. The topics covered include: areas suitable for arbitration; what goes into an arbitration agreement; the role of an arbitrator; evidence; how to handle an arbitration, including process; and the Arbitration Act.

CRN 20034  Feb 14  9am–4:30pm  $175.00 + GST
Location: Yukon College

Understanding Legislation and Regulation

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. Topics include: the sources of law; researching the law in relation to reading and understanding statutes; and how to interpret statutes and prepare draft rules or policies.

CRN 20031  Feb 5  9am–4:30pm  $175.00 + GST
Location: Yukon College

Right Use of Power

This course is especially relevant for psychotherapists, counselors, coaches, teachers, medical professionals, body workers, consultants, leaders, social workers, and clergy. The Right Use of Power approach to ethics is dynamic and engaging, and recognizes that the issues of power in helping relationships are complex. Linking power with heart, this program focuses on increasing skillfulness, engagement, and awareness. It is ethics from the inside out. This course was developed by The Right Use of Power Institute.

CRN 20040  Feb 7–8  9am–5pm  $250 + GST
Location: Yukon College

Grief and the Frontline Professions

Many jobs that involve supporting and caring for people also often involve loss and grief. This workshop offers an in-depth look at how we grieve; skills and resources for supporting others through loss; practical tools for reducing stress and finding balance in your professional life, and; the opportunity to feel renewed and more confident in supporting yourself, your co-workers and your clients. For more info call Hospice Yukon 667-7429.

CRN 30002  May 22–23  9am–4:30pm  $325 + GST
Location: Vista Outdoor Learning Centre

The courses below are some of the Crisis and Trauma Resource Institute’s (CTRI) courses offered in partnership with the Northern Institute of Social Justice. CTRI is located in Winnipeg and delivers training in Yukon and across Canada.

To register online, go to ca.ctrinstitute.com. To register by phone, call 877.353.3205. Register early to get the early bird rate.

Questions? Call CTRI at 877.353.3202 or NISJ at 867.456.8590 or email info@ctrinstitute.com

Crisis Response Planning

This training will focus on how to organize effectively and quickly at a time of high stress so that groups are better prepared to respond to the emotional needs of those affected by a critical incident. Participants will leave the workshop with a clear understanding of how to implement their own crisis response team and plan for their specific environment.

Please note that for the purpose of this workshop, "crisis response" refers to the steps that are made after a critical incident. This is not a threat assessment or emergency preparedness workshop.

Feb 28  9am–5pm  $235 + GST  EARLY BIRD RATE $209*
Location: Yukon College

Navigating Difficult Client Relationships

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.

Mar 27  9am–5pm  $235 + GST  EARLY BIRD RATE $209*
Location: Yukon College

Critical Incident Group Debriefing

Critical incidents are situations that occur outside of our normal frame of reference and challenge us to understand and cope with what has happened. Critical Incident Group Debriefing (CIGD) is a short-term group intervention process that focuses on an immediate event. CIGD is one of several methods that may be utilized to lessen the likelihood of people experiencing symptoms of trauma and stress after a critical incident. This group debriefing process provides a place for participants to talk and share experiences, and for the facilitator to teach and provide information about the impact of critical incidents.

May 7  9am–5pm  $235 + GST  EARLY BIRD RATE $209*
Location: Yukon College

May 22–23  9am–4:30pm  $325 + GST

Critical Incident Group Debriefing

May 7  9am–5pm  $235 + GST  EARLY BIRD RATE $209*
Location: Yukon College

May 8–9  9am–5pm  $235 + GST
Location: Yukon College

 Violence Threat Assessment – Planning and Response

After a violent incident, it is not uncommon to find that people were aware of clues that violence was being planned. This is because most violent incidents often follow an evolutionary process where signs and indicators can be seen. Yet, without a clearly defined process to gather information and assess the situation, violence prevention is extremely difficult. This workshop provides a communication and decision-making model to help businesses, schools, organizations, and communities become more effective in their management of threats. Participants will learn strategies to help them identify, assess, and manage individuals who may be escalating towards violence.

May 8  9am–5pm  $235 + GST  EARLY BIRD RATE $209*
Location: Yukon College

WWW.YUKONCOLLEGE.YK.CA/PROGRAMS/CONTINUING-EDUCATION
Understanding Land Claims, in a First Nations Context

The road to land claims and self-government was not a straight one. Starting with Canada’s relationship with its indigenous peoples, the drafting of Together Today for Our Children Tomorrow, and through to the signing of Yukon’s ground-breaking agreements, this workshop will take you through the history of land claims and self-government in Yukon.

CRN TBD
Jan 17 & 18
8:30am–4:30pm
$595 + GST

Intergovernmental Relations, in a First Nations Context

This workshop provides an overview of the concept and practice of intergovernmental relations, specifically in relation to governance across the North. This course is intended to inform students on the constraints and opportunities presented within intergovernmental relationships, with a focus on practical approaches to working within these constraints and opportunities.

CRN TBD
Feb 19 & 20
8:30am–4:30pm
$595 + GST

Organizational and Community Wellness, in a First Nations Context

Wellness in our communities and organizations is built on the everyday choices and actions of the members. This 2-day course will explore how we can contribute to a culture of wellness, and how we can recognize and address harmful practices and ways of being.

CRN TBD
Apr 16 & 17
8:30am–4:30pm
$595 + GST

Human Resources, in a First Nations Context

This workshop will help you gain an understanding of human resource management within a First Nations cultural environment, identify how wellness, training and work-life balance impact retention, recognize the impact of strategic human resource planning on the efficiency of the government, and apply best practices in performance management and employee development.

CRN TBD
May 14 & 15
8:30am–4:30pm
$595 + GST

First Nation Leadership Training

*Note this workshop can be tailored to your needs.

Become the leader you want to be. Become the leader your community needs. The five-day First Nations Leadership Training (FNLT) program is specifically designed to provide current and future leaders with a basic grounding in governance, public administration, and leadership. Designed in partnership with all 14 Yukon First Nations, the primary focus of the program is to prepare individuals for the roles of government leader and community advocate.

This course is for current First Nation Government leaders, and individuals looking to perform a leadership role within their First Nation Government.

FNLT is made up of five, one-day courses:
- Fundamentals of Governance
- Roles and Responsibilities of Chief and Council
- Strategic Planning and Prioritizing
- Implementation, Legislation and Policy
- Personal Challenges of Leadership

All workshops offered by First Nations Initiatives can be delivered in communities upon request.
First Aid: Canadian Red Cross

REGISTRATION 867.668.8710 | INFORMATION 867.668.5200
www.yukoncollege.yk.ca/ce/course

<table>
<thead>
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<th>Course</th>
<th>Duration</th>
<th>Cost</th>
<th>Description</th>
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<tr>
<td>Standard First Aid/CPR-C</td>
<td>16 hours</td>
<td>$195</td>
<td>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.</td>
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<tr>
<td>Babysitter</td>
<td>8 hours</td>
<td>$125</td>
<td>Offers basic first aid and caregiving skills for youth 11-15 years old. Participants learn how to provide care to children in a variety of age groups, and how to prevent and respond to emergencies. The course also offers youth the skills to promote themselves as babysitters to prospective families.</td>
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<tr>
<td>20345</td>
<td>Jan 18</td>
<td>Fri</td>
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### CPR-C AED

**CPR-C AED**  8 hours | $125  
CRN 20401 Jan 28 Mon  
CRN 20402 Feb 16 Sat  
CRN 20403 Mar 11 Mon  
CRN 20404 Apr 13 Sat

**CPR-C AED Recertification**  4 hours | $75  
Prerequisite: current CPR-C AED certification.  
CRN 20396 Jan 16 Wed 1pm–5pm  
CRN 20397 Feb 11 Mon 6pm–10pm  
CRN 20398 Mar 25 Mon 1pm–5pm  
CRN 20399 Apr 17 Wed 6pm–10pm

### EMERGENCY MEDICAL RESPONDER

**Emergency Medical Responder – Advanced First Aid**  80 hours | $1000  
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 20319 Feb 4–15 Mon–Fri x2 Location: T1023  
CRN 20320 Apr 1–12 Mon–Fri x2 Location: T1023

**Emergency Medical Responder – Recertification**  40 hours | $595  
Prerequisite: current Emergency Medical Responder certification.  
Update and recertify your EMR certification in this 40-hour course.  
CRN 20321 Mar 4–8 Mon–Fri Location: T1023

### WILDERNESS FIRST AID

**Wilderness and Remote First Aid/CPR-C**  24 hours | $295  
Entry 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 24hrs. 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. Be prepared for a portion of the course to be conducted outside, regardless of weather.  
CRN 20331 Mar 26-28 Tue-Thu Location: T1023  
CRN 20327 Apr 29-May 3 Mon-Fri Location: T1023

**Wilderness and Remote First Aid/CPR-C Recertification**  12 hours | $150  
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 20328 Mar 15-16 Fri & Sat Fri 6pm–10pm / Sat 8:30am–5:30pm

**Advanced Wilderness and Remote First Aid/CPR-C**  40 hours | $495  
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. Be prepared for a portion of the class to be conducted outside, regardless of weather. Qualifies for the New 40hr Wilderness First Aid 2018 Guiding Regulations for Yukon’s National Parks.  
CRN 20328 April 29-May 3 Mon-Fri Location: T1023

**Advanced Wilderness and Remote First Aid/CPR-C Recertification**  20 hours | $295  
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 20329 Mar 22-24 Fri–Sun Fri 6pm–10pm / Sat & Sun 8:30am–5:30pm

### Coming Soon!

**CPR-BLS AED**  4 hours | $75  
(CPR-BLS AED formerly CPR-HCP)  
Build confidence in performing CPR skills and provide the important steps to perform a rapid assessment, Basic Life Support (BLS) skills, and rapid defibrillation. One (1) year certification.  
**CPR-BLS AED Recertification**  2 hours | $50  
Prerequisite: current CPR-HCP AED certification.
Course time: 8:30am–4:30pm (unless otherwise noted)

FOODSAFE Level 1
8 hours | $95

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

CRN 20451  Jan 17  Thur  8:30am–5:30pm

Enform: H2S Alive
7 hours | $295

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 TBD

Transportation of Dangerous Goods
3.5 hours | $95

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 TBD  1:00pm–4:30pm

Workplace Hazardous Materials Information Systems
3.5 hours | $95

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 TBD  8:30am–12:00pm

Fall Protection
7 hours | $195

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 TBD
Confined Space Awareness
CNSP 003
7 hours | $195

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.

Coming Soon:
1-Day Rigging Awareness
Watch website for details.

Crane Operator
RIGG CE03
28 hours | $595*

This 4-day course will give you an intensive introduction to heavy lifting and proper safe operational expectations for crane operation, inclusive of the rigging & hoisting component. Learn how to lift with cranes and hoists while exploring different types of slings, their uses and proper storage. Build your understanding of hand signals and various knots, bends and hitches, and regulations for a safe and efficient workplace. Crane Operators in Yukon are required to carry ‘proof of competence’ by YWCHSB. The instructor will introduce each participant to the necessary steps to become certified by BC Crane, recognized Crane Operator certification in Yukon. Crane Operator Certification will be completed once the necessary training hours are logged and a BC Crane certified assessor has passed your practical skills assessment. Steel-toed boots required.

YWCHSB has offered a generous subsidy to reduce the tuition to $295 per seat for a limited time.

The Skillful Manager Seminars
Skills and tools for optimizing productivity and engagement in the Yukon workplace
with Lyn Hartley, PhD

The ‘Skillful Manager’ is a series of 1-2 day seminars for both aspiring and experienced supervisors and managers. Focusing on optimizing productivity and engagement, a variety of essential management tools and management strategies will be explored. Providing a comprehensive snapshot of workplace issues and developing individuals’ key competencies will enable participants to understand, coach, motivate, and lead teams for success.

Seminars include:

• Managing from Your Strengths – Build on your Best.
• Motivating Your Staff – Bring out their Best.
• Giving and Receiving Feedback with Candor
• Trustworthy Teams – Unleash the Capacity of Groups
• Navigating Difficult Conversations
• Strategic Planning – Plot the Best Path Forward
• Rolling with Resilience – Strategies for when the Going Gets Tough
• Making Meetings Meaningful – Skills for Effective Meetings
• Taking it to the Next Level of Management – Continuous Growth and Learning
• Influencing Organizational Culture and Systems

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

These are available in open enrollment format for individual development or we would be excited to work with individual organizations, corporations, or teams to customize a group professional development to optimize your team.
### 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.

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<th>Apr 13 &amp; 14</th>
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### Greenhouse Design for Northern Climates
**GARD 001**

This course covers the range of greenhouse structures you can build or buy and examines some of the drawbacks and advantages of each. Also included is how to orient the beds, choice of watering systems, glazing materials and preferred greenhouse locations. The course will look at a number of methods of regulating heat through low-cost passive systems, heat storage systems and air circulation processes. Types of construction, ventilation, heating, and materials to use for covering will also be discussed in this information-rich workshop.

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### Introduction to SubArctic Permaculture
**GARD CE02**

Learn how to grow healthy, nutritious food and increase biodiversity and food resilience by co-creating efficient, sustainable, organic gardens through working with natural patterns. Emphasis on practical plant growing tips for growing sustainably under subarctic conditions.

<table>
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### Food Forest North of 60
**GARD CE04**

What can a North of 60 edible forest garden look like? Participants will explore ideas about creating multi-layer resilient landscapes, planning Food Forests, core layers of plant guilds and growing in plant communities. A continuation of concepts covered in GARD CE02: Introduction to Subarctic Permaculture but may also be taken as a stand-alone course.

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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.

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Cost-effective courses from $169 in a convenient six-week format. Sessions start monthly; you can sign up at any time!

Whether you're looking to fine-tune your creative or business writing skills, harness the full capability of an Adobe application, learn more about large-scale event planning, or advance your career with the multitude of business offerings, you now have access to literally hundreds of courses at the click of a button!

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

Not finding what you're looking for? Contact us to help shape our future offerings! For ed2go feedback or suggestions, please contact us at: ce@yukoncollege.yk.ca.

- Instructor-led courses
- 6-week format
- Sessions start monthly
- Interactive environment
- Courses start at $169

A complete list of courses and their descriptions is available online at ed2go.com/yukon

SAMPLE COURSES

Business skills
- Communications and writing
- Accounting and office software
- Management and leadership
- Project management
- Sales and marketing

Design and composition
- Adobe software
- Digital photography
- Graphic and web design

Arts and personal wellness
- Creative writing
- Publishing
- Languages
- Health and wellness

Technology
- Computer fundamentals
- Database management
- Networking and communications
Yukon College can design the right training – taught by the right expert – at the right time and place, just for you!

Discover how making Yukon College your trainer of choice can help you save time and money while you focus on managing your organization. Let us do the groundwork – we’re in the business of education for Yukon people. We can work with you to provide customized content with expert delivery that meets your organization’s training needs.

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

For more information contact Dan Anton at 867.668.5258 | danton@yukoncollege.yk.ca

Advantages of contracting with Yukon College:
• Flexible scheduling
• Cost savings
• Local facilitators and expertise
• We do the organizing for you

Continuing Education and Training has provided customized training in these areas for many Yukon organizations and companies:
• Management training
• Human resource training
• Conflict resolution training
• Leadership training
• Customer service training
• Computer training
• First aid and safety training

Remote location? Yes, we travel!

Need on-site options? Let us create a customized training package that is tailored to your location or community. Email danton@yukoncollege.yk.ca for more information.