Yukon College

Continuing Education and Training

SEPTEMBER – DECEMBER 2019

Fall 2019

COURSE GUIDE

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 require- ments 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.

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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 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

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. Earn Professional Development Unit (PDU) credits from PMI.

CRN 10191	Oct 28-30 8:30am-4:30pm	Mon-Wed $997.50 + GST

Project Management Essentials: Part 2 — PROJ 003

This course is a continuation of Project Management Essentials: Part 1. Participants receive more advanced project management 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 10192	Oct 31-Nov 1 8:30am-4:30pm	Thurs-Fri $997.50 + GST

PMP Certification Exam Preparation PROJ 002

Certification from the Project Management Institute is the industry standard for demonstrating competence and a solid foundation of project management skills. This workshop prepares you to write the PMI Project Management Professional (PMP) certification exam and provides the required educational credits for new applications. 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 10194	Nov 18-22 8:30am-4:30pm	Mon-Fri $1,997.50 + GST

MS Project 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 comprehensive training in the following skills: creating a project plan; identifying tasks; assigning resources to tasks; creating a project calendar; and creating custom reports to monitor progress using different views to track budgets, schedules, and task status. 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. Earn Professional Development Unit (PDU) credits from the Project Management Institute (PMI).

CRN 10198	Dec 4-5 8:30am-4:30pm	Wed-Thurs $997.50 + GST

Managing Project Teams and Stakeholders PROJ 004

Develop comprehensive skills by learning real-world strategies and best practices used in project management. Discover how improved communication and influencing techniques will help you find success in motivating teams, delegating, organizing, problem solving, selling ideas, obtaining information, reporting on performance, managing organizational transition, and implementing ideas. Employees with demonstrated skills in managing teams and stakeholders provide value to an organization and are typically more likely to be promoted to senior positions and responsibilities. This course provides comprehensive skills development training with practical strategies, tools, and best practices along with a variety of real life examples of their application. Earn Professional Development Unit (PDU) credits from the Project Management Institute (PMI).

CRN 10197	Dec 2-3 8:30am-4:30pm	Mon-Tues $997.50 + GST

Risk Management PROJ 005

Learn how to effectively identify, analyze and mitigate risks that may potentially impact your organization or project. 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 30002	May 13-14, 2020 8:30am-4:30pm	Wed-Thurs $997.50 + GST

CONFLICT RESOLUTION - JIBC

Foundations of Collaborative Conflict Resolution CRES 1100

JUSTICE INSTITUTE of BRITISH COLUMBIA
CENTRE FOR 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.

CRN 10189	Oct 21-23 8:30am-4:30pm	Mon-Wed $650 + GST

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 10361	Nov 25-26 8:30am-4:30pm	Mon-Tues $450 + 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 10190	Nov 15 9:00am-4:00pm	Fri $199 + GST

CONVERSATIONAL LANGUAGES

Spanish Level 1 SPAN 001

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

CRN 10188	Oct 16-Nov 6 6:30pm-9:30pm	Mon-Wed $249 + GST

Human Resources

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

Do you find personal satisfaction in helping others? Are you a "natural-born problem solver"? If so, this program may be right for you. These courses will provide you with the theoretical foundation and core skills needed when working in a variety of Human Resource positions.

Employee Recruitment and Selection

HRAC 004

Help keep your organization on the cutting edge by learning the latest practices for attracting qualified candidates to your workplace. Develop an understanding of the fundamentals of legally and ethically selecting new employees, including how to develop position descriptions, screen applications, generate interview questions, interview candidates, use grading/rating systems and check references.

CRN 10187 | Oct 12, 17 & 19 | $395 + GST
Sat x2 9am-4pm / Thurs 6pm-9pm

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 10174 | Sept 21, 26 & 28 | $395 + GST
Sat x2 9am-4pm / Thurs 6pm-9pm

Labour & Employment Relations

HRAC 002

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 10195 | Nov 23, 28 & 30 | $395 + GST
Sat x2 9am-4pm / Thurs 6pm-9pm

Human Resources Strategy I

HRAC 001

Discover how a strong foundation in Strategic Human Resource Management can help you maximize the success of your organization. Learn strategic human resource planning techniques, the roles and functions of an HR department, and how the understanding of organizational structures and position descriptions will boost the effectiveness of every workplace.

CRN 20017 | Jan 18, 23 & 25, 2020 | $395 + GST
Sat x2 9am-4pm / Thurs 6pm-9pm

Human Resources Strategy II

HRAC CE01

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.

Pre-Requisite: Completion of Strategic HR Fundamentals I. Professional experience in the field of Human Resources may be considered.

CRN 20018 | Feb 29, Mar 5 & Mar 7 | $395 + GST
Sat x2 9am-4pm / Thurs 6pm-9pm

Bookkeeping & Accounting

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

PROFESSIONAL BOOKEEPING 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. Successfully complete all six of the required/core courses within 5 years to receive the Professional Bookkeeping Certificate.

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

Focusing 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, and credit/debit notes; preparing a trial balance, income statement and balance sheet, fiscal period-end, bank reconciliation and closing adjustments.

Designed specifically for those with little or no bookkeeping experience.

CRN 10373	Oct 1-18 6pm-9pm	Tues & Thur/Fri x 1 $449 + GST

Bookkeeping Fundamentals Level 2 — ACCT 004

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

Building on the theories and foundations learned in Level 1, this course will introduce in-depth bookkeeping procedures such as: specialty journals and control accounts, correcting entries, recording costs related to taxes, freight, duty and brokerage, credit notes, aging of accounts receivable and recording of bad debt. We will also discuss accounting and computers, the basic principles of financial reporting, budgeting, payroll, bank reconciliation, and internal controls.

CRN 20027	Jan 21 - Feb 7, 2020 6pm-9pm	Tues & Thur/Fri x 1 $449 + GST

Sage 50 2017 Level 1 — ACCT 001

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

An excellent comprehensive introduction to Sage 50 software. Starting with a thorough introduction to the interface, you will learn to navigate through features, set up transactions in the general journal, establish your accounts receivable and payables, and set up payroll for small to medium-size businesses. 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 10391	Nov 1-3 Fri 6pm-9pm / Sat & Sun 9am-5pm	$395 + 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 course is a continuation and advancement of Sage 50 Level 1. Expand your knowledge of Sage 50 software. Explore project allocation and budget designing, building and entering opening balances into a Chart of Accounts, bank and credit card set up and reconciliation, and advanced payroll including deductions and adjusting entries. Bad debt, NSF cheques and advance reporting options will also be covered.

CRN 10362	Nov 29 - Dec 1 Fri 6pm-9pm / Sat & Sun 9am-5pm

Excel 2016 Level 1 — EXCL 001

Simplify the production of spreadsheets with this introductory course to Microsoft Excel 2016.

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 10196	Nov 26 - Dec 10 6pm-9pm	Tues & Thur $249 + GST

QuickBooks Level 1 — ACCT 008

Quickbooks 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.

CRN TBD – Check website for updates

the

Skillful Manager Seminars

with Lyn Hartley, PhD

Build on **your** best. Bring out **their** best.

NEW

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.

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

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

Managing From Your Strengths - Build on Your Best

BMGM CE05

** This is the foundational seminar of the Skillful Manager Series.*

Increase awareness of personal strengths and your natural working style. You will use an assessment tool to identify personal strengths at work and explore ways to identify approaches to manage their strengths and shadows. Develop a learning plan that identifies areas of deliberate development.

- Introduction to emotional intelligence in the workplace.
- What strengths do you bring to the workplace?
- Your internal compass - what guides you through thick and thin?

CRN 10166	Sept 19-20 9am-4:30pm	Thurs-Fri $595 + GST

Motivating Your Staff – Bring out their Best

BMGM CE06

Pre-requisite: BMGM CE05-Managing From Your Strengths

Investigate the manager's role in helping staff to achieve results through effective communication approaches. Introduction to social intelligence in the workplace.

- Understanding your communication preferences.
- Assessing your staff's communication preferences.
- Coaching conversations to give regular, on-going feedback.
- Adapting your style to the developmental needs of your staff.

CRN 10282	Oct 17-18 9am-4:30pm	Thurs-Fri $595 + GST

Trustworthy Teams – Unleash the Capacity of Groups

BMGM CE08

Pre-requisite: BMGM CE05-Managing From Your Strengths

Discover ways to improve interpersonal influence within groups and teams. You will explore what makes a healthy group/team, how groups develop and how to work through workplace dynamics with groups.

- How to develop trust within a group environment.
- Working through conflict with groups.
- Effective meetings and planning.
- Sustaining the energy of high performing teams.

CRN 10284	Nov 21-22 9am-4:30pm	Thurs-Fri $595 + GST

Giving & Receiving Feedback with Candor

BMGM CE07

Pre-requisite: BMGM CE05-Managing From Your Strengths

Build your capacity to give and receive feedback on a regular basis and in simple ways.

- Development of a growth mindset and curiosity.
- Skills for receiving feedback without getting triggered.
- Balancing compassion and candor.
- Apologies and clarifying conversations.
- Appreciative conversations to support what is going right.

CRN 10285	Dec 12 9am-4:30pm	Thurs $395 + GST

Making Meetings Meaningful – Skills for Effective Meetings

BMGM CE12

Pre-requisite: BMGM CE05-Managing From Your Strengths

Learn what makes a meeting meaningful and how to ensure all your meetings are a value-added element to your workday.

- Personal meeting audit.
- Form and function – what is important for your meeting?
- Common pitfalls that lead to painful meetings.
- Increasing engagement and meaning.

CRN 10283	Dec 13 9am-4:30pm	Fri $395 + GST

Northern Institute of Social Justice

REGISTRATION 867.668.8710 | **INFORMATION** 867.456.8589

www.yukoncollege.yk.ca/nisj

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 provides "common training" in which members of the public and organizations train together; and "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.

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

Mental Health First Aid for Northern Peoples

JUST 034

Mental Health Commission of Canada / Commission de la santé mentale du Canada
Mental Health First Aid CANADA

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. This course is guided by a number of important principles including respect, cooperation, community, harmony, generosity, and resourcefulness. 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 10364 Sept 24-26 8:30am-4:30pm $100 + GST

FASD Informed Support

FASD 010

fassy Fetal Alcohol Syndrome Society Yukon

Are you a caregiver, a front-line service provider, a professional, or a community member who is interested in learning the signs of an invisible, neuro-behavioural disorder? Are you wondering how this condition is experienced first-hand? Join us and others who care about and work with individuals with FASD to learn how our typical interventions, environments and services can be modified to better support those individuals, and their caregivers, with this challenging disability. This 1.5 day training sessions aims to inform participants about how brain differences affect an individual's behavior, learning, and social outcomes. You will be included in discussion of how can we work together to help prevent further adverse life events and offer successful support.

CRN 10238 Oct 2: 9am-4:30pm, Oct 3: 9am-12pm $90 + GST

Applied Suicide Intervention Skills Training (ASIST)

ASIS 002

ASIST provides practical help for caregivers seeking to prevent the immediate 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

CRN 10001 Oct 9-10 8:30am-4:30pm FREE!

Yukon First Nations 101

YFN 001

Are you interested in developing a broader understanding and appreciation for the key moments in Yukon First Nations distant and recent past? Join us 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 10089 Oct 10 8:30am-4:30pm $325 + GST

Vicarious Trauma - Strategies for Resilience

JUST 036

Are you a helper who regularly encounters stories and symptoms of trauma in your role? Are you looking for an opportunity to examine your own experiences and become aware of the signs of both vicarious trauma and vicarious growth? During this session you will have the opportunity to develop a personalized plan to repair negative effects as well as accelerate your resilience. There is growing evidence that the impact of directly supporting others through experiences of trauma goes beyond burnout or fatigue. The toll of witnessing intense human experiences and emotions can contribute to a negative transformation of a helper's own sense of safety, and of being competent and purposeful.

TO REGISTER PLEASE VISIT ca.ctrinstitute.com

Oct 10 9am–5pm $235 + GST

EARLY BIRD RATE $209*
**Register before Sept 19*

Survival Skills for the First Responder for Spouses/Partners

JUST CE94

Are you the spouse or partner of a first responder such as a police officer, firefighter, paramedic, emergency dispatcher, etc.? If you are, does this relationship come with a special set of challenges based on the occupation of your spouse or partner? Does being the spouse or partner of the first responder come with a guide book on how to help your spouse when they have been exposed to a traumatic event?

As the spouse or partner of the first responder you will be expected to be the number one support person in that person's life when they come home from their next critical incident. Survival Skills for the First Responder is a three-hour evening program designed to give you the skills to support your first responder spouse or partner while emphasizing the importance of your own self-care. This session will give you a chance to gain insight from other spouses and partners and their experiences with these events; and to ask questions about what you can do to provide care and support for your spouse or partner.

CRN 10104 Oct 24 6pm-9pm $25 + GST

Survival Skills for the First Responder

JUST 039

Are you a first responder or frontline worker in a related occupation in health, justice, safety or other fields? Working on the frontline may expose you to critical incidents over the course of your career.

Survival Skills for the First Responder is a 1-day awareness developed and delivered by a former first responder in the Yukon who has trained extensively with the International Critical Incident Stress Foundation; the West Coast Post-Trauma Retreat (California); and delivers crisis intervention training for the Northern Institute of Social Justice, Yukon College. Drawing on his experience with Post Traumatic Stress Disorder (PTSD), he has identified a set of practical skills that may contribute to a healthy work/life balance. Awareness of PTSD and maintaining a healthy work/life balance may be keys to thriving as a first responder.

The course opens with some basic questions about the role and world of a first responder, and the potential impact of a critical incident or repeated critical incidents, which may lead to post-traumatic stress or PTSD. Following this overview, the program focuses on survival skills. The intent is that participants will leave the session with an awareness of the need to look after themselves and with some practical survival skills. This is an interactive course that includes presentation of information and three exercises. The course is intended to raise awareness and provide basic information; it is not intended to provide counselling or treatment.

This course may also be of interest to the spouse or partner of a first responder.

CRN 10002 Oct 25 9am-4:30pm $50 + GST

Assisting Individuals in Crisis

JUST 026

Crisis Intervention is NOT psychotherapy, rather, it is a specialized acute emergency mental health intervention which requires specialized training. As physical first aid is to surgery, crisis intervention is to psychotherapy. Thus, crisis intervention is sometimes called emotional first aid. This program is designed for teach participants the fundamentals of, and a specific protocol for, individual crisis intervention. This course is designed for anyone who desires to increase their knowledge of individual (one-on-one) crisis intervention techniques in the fields of Business & Industry, Crisis Intervention, Disaster Response, Education, Emergency Services, Employee Assistance, Healthcare, Homeland Security, Mental Health, Military, Spiritual Care, and Traumatic Stress.

Program Highlights: Psychological crisis and psychological crisis intervention, Resistance, resiliency, recovery continuum, Critical incident stress management, Evidence-based practice, Basic crisis communication techniques, Common psychological and behavioural crisis reactions, SAFER-Revised model, Suicide intervention, and, Do no harm.

Completion of this course and receipt of a certificate indicating full attendance (13 Contact Hours) qualifies as a class in International Critical Incident Stress Foundation's Certificate of Specialized Training Program.

CRN 10003 Oct 28-29 9am-4:30pm $300 + GST

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
- tools for preventing and managing vicarious trauma, burnout, and compassion fatigue

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

CRN 10239 Nov 7-8 9am-4:30pm $250 + GST

Brief Focused Counselling Skills – Strategies from Leading Frameworks

JUST CE95

Due to limited resources and time, brief counselling interventions that are effective and efficient are becoming more in demand.

This workshop is designed to move beyond general counselling skills and offer increased capacity and confidence to those wanting to expand their existing knowledge base and current skill set.

Participants will acquire a deeper understanding of Cognitive Behavioural, Strengths-Based, Narrative, and Solution-Focused counselling frameworks. Practical strategies and techniques from each of these frameworks will be explored, accompanied with experiential opportunities to assess and understand their application within a counselling context.

TO REGISTER PLEASE VISIT ca.ctrinstitute.com

Nov 19-20 9am–5pm $445 + GST

EARLY BIRD RATE $399*
**Register before Oct 29*

Supporting Your Staff Through Loss and Grief

JUST 048

Grief affects all workplaces. The effects of grief are felt by those who experienced the loss, and by their co-workers.

This course will 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.

Who would benefit from this course: Managers, supervisors, educators, HR professionals, school principals, and anyone in a leadership role.

CRN 10280 Nov 21 8:30am-12pm $95 + GST
L'Association Franco-Yukonnaise, 302 Strickland St.

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.

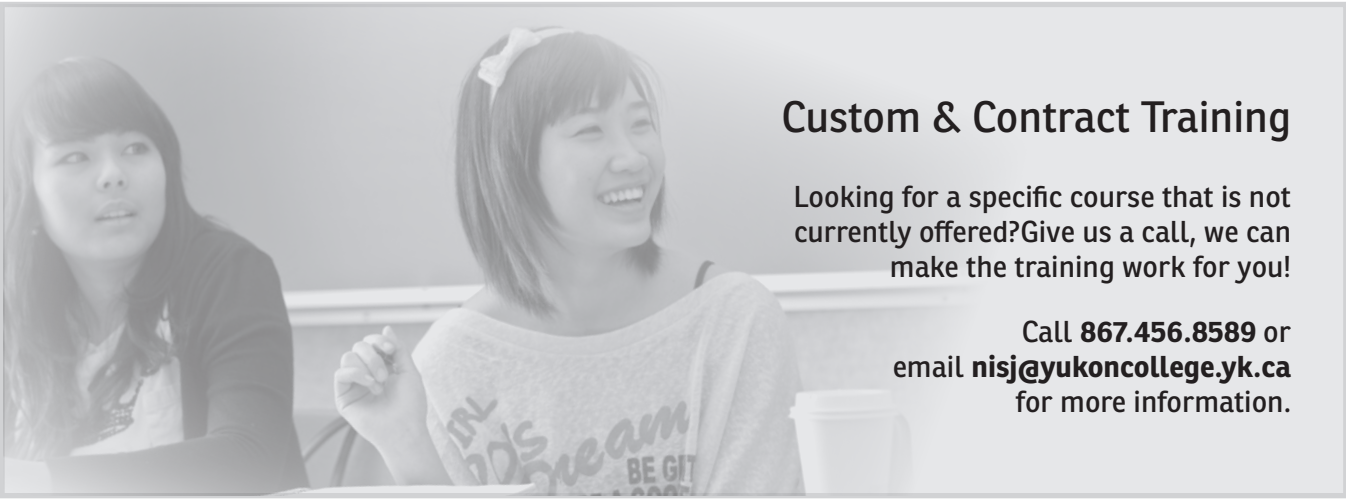
This workshop is designed to teach people to de-escalate potentially violent situations through assertiveness and interpersonal communication. The training will explore how anger and violence interplay, including opportunities for self-assessment of personal communication styles.

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.

TO REGISTER PLEASE VISIT ca.ctrinstitute.com

Dec 4 9am–5pm $235 + GST

EARLY BIRD RATE $209*
**Register before Nov 13*



Custom & Contract Training

Looking for a specific course that is not currently offered?Give us a call, we can make the training work for you!

Call **867.456.8589** or email **nisj@yukoncollege.yk.ca** for more information.

First Aid: Canadian Red Cross

Canadian Red Cross | Croix-Rouge canadienne

Training Partner / Partenaire de formation

REGISTRATION 867.668.8710 | **INFORMATION** 867.668.5200

www.yukoncollege.yk.ca/ce/courses

STANDARD FIRST AID

Unless otherwise noted, all courses **8:30am–4:30pm** in room **T1030**

Standard First Aid/CPR-C

FA 003

14 hours | $195

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

CRN 10314	Sept 7-8	Sat-Sun
CRN 10317	Sept 16-17	Mon-Tues
CRN 10319	Sept 21-22	Sat-Sun
CRN 10320	Sept 23-24	Mon-Tues
CRN 10321	Oct 2-3	Wed-Thur
CRN 10322	Oct 5-6	Sat-Sun
CRN 10324	Oct 8-9	Tues-Wed
CRN 10325	Oct 21-22	Mon-Tues
CRN 10327	Oct 26-27	Sat-Sun
CRN 10328	Nov 2-3	Sat-Sun
CRN 10330	Nov 9-10	Sat-Sun
CRN 10331	Nov 13-14	Wed-Thur
CRN 10332	Nov 19-20	Tues-Wed
CRN 10333	Nov 25-26	Mon-Tues
CRN 10334	Dec 3-4	Tues-Wed
CRN 10336	Dec 7-8	Sat-Sun
CRN 10337	Dec 11-12	Wed-Thur

Standard First Aid/CPR-C Recertification

FA 022

7 hours | $125

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

Update and recertify your current Standard First Aid/CPR-C certification.

CRN 10340	Sept 14	Sat
CRN 10342	Sept 25	Wed
CRN 10343	Oct 12	Sat
CRN 10344	Oct 28	Mon
CRN 10345	Nov 16	Sat
CRN 10346	Nov 21	Thur
CRN 10348	Dec 9	Mon
CRN 10349	Dec 14	Sat

CPR-C AED Recertification

CPR 006

4 hours | $75

Prerequisite: current CPR-C AED certification.

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

CRN 10384	Sept 20	1-5pm	Fri
CRN 10385	Oct 17	6-10pm	Thur
CRN 10386	Nov 12	1-5pm	Tue
CRN 10387	Dec 5	6-10pm	Thur

CPR-BLS AED (formerly CPR-HCP) 4 hours | $75

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-BLS AED certification.

Check website for upcoming courses

Wilderness & Remote First Aid/CPR-C WFA 010

24 hours | $295

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 10350	Oct 7-9 8:30am-5:30pm	Tues-Thur Location: T1023
CRN 10351	Oct 22-24 8:30am-5:30pm	Mon-Wed Location: T1023

Wilderness & Remote First Aid/CPR-C Recertification WFA 012

12 hours | $150

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

Update and recertify your Wilderness & Remote First Aid certification in this 12 hour course.

CRN 10199	Oct 18-19 Fri 6-10pm / Sat 8:30am–5:30pm	Location: T1023

Advanced Wilderness & 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 10352	Sep 23-27 8:30am-5:30pm	Mon-Fri Location: T1023

Advanced Wilderness & Remote First Aid/CPR-C Recertification 20 hours | $295 WFA 013

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

Update and recertify your Advanced Wilderness & Remote First Aid certification in this 20 hour course.

CRN 10200	Nov 15-17 Fri 6-10pm / Sat & Sun 8:30am-5:30pm	Location: T1023

Emergency Medical Responder – Advanced First Aid EMR 001

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 10201	Dec 2-13 8:30am-5:30pm	Mon-Fri x 2 Location: T1023

Emergency Medical Responder Recertification

40 hours | $625 EMR 002

Prerequisite: current Emergency Medical Responder certification.

Update and recertify your Emergency Medical Responder certification in this 40 hour course.

CRN 10202	Oct 28 - Nov 1 8:30am-5:30pm	Mon-Fri Location: T1023

Babysitter

7 hours | $125 FA 004

Prerequisite: Minimum 11 years of age (or completion of Grade 5)

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.

CRN TBD – Check website for upcoming courses

Safety Training

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

Check website for upcoming course dates

FOODSAFE Level 1 8 hours | $95 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.

Energy Safety Canada: H2S Alive H2S 001
7 hours | $295 +GST

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.

Transportation of Dangerous Goods TDG 001
3.5 hours | $95 +GST

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.

Confined Space Awareness CNSP 003
7 hours | $195 +GST

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

Workplace Hazardous Materials Information Systems 3.5 hours | $95 +GST 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.

Fall Protection 7 hours | $195 +GST 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!

Crane Operator 28 hours | $595 +GST RIGG CE03

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 on the BC Crane website and a BC Crane certified assessor has passed your practical skills assessment (completed at a later date). Steel-toed boots required.

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

Coming Soon! One-Day Rigging Awareness

Online Courses

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

Publish a book online? Learn a new language? Learn a computer application? Take a math refresher? All of these courses are available to you this fall.

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.

Sample courses

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

Business skills
- Communications & Writing
- Accounting & Office Software
- Management & Leadership
- Non-profit
- Project Management
- Sales & Marketing

Design and composition
- Adobe Software
- Digital Photography
- Graphic & Web Design

Arts and personal wellness
- Creative Writing
- Publishing
- Languages
- Parenting & Family
- Health & Wellnesss

Technology
- Computer Fundamentals
- Database Management
- Networking & Communications

College Readiness
- Math
- Science

Learn what you want, when you want.
- Instructor-led courses
- 6-week format
- Sessions start monthly
- Interactive environment
- Courses start at $149

Fall 2019

Continuing Education and Training

867.668.5200

www.yukoncollege.yk.ca/ce

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