

e-Learning Bulletin-001-2020

March 30, 2020

To further assist in the guidelines and usage of the recently launched e-Learning on Career Enhancement Program, please be advised of the following:

Target Participants

All regular employees and outsourced personnel can take all the courses available in the platform. Participants should have access to the internet to be able to take the course modules.

Registration/Nomination

All RCs (Head Offices and PMOs) are requested to submit an e-Learning Registration/Nomination Form (per course) with the list of their target participants. Kindly include the names, designations, email addresses, and mobile numbers of the employees participating in the e-Learning course modules. The form can be downloaded from:

<https://drive.google.com/file/d/1zDT09XTdS5ezPYUtC4y7trpw77jeBLfB/view?usp=drivesdk>

Please append the appropriate course module code on the filename.

e.g. "M2 – PMO PNG - e-Learning Registration/Nomination Form"

Kindly prepare this as well for the two initial courses that were launched on March 23, 2020. Once completed, please email to ppatielearning@gmail.com.

New Courses

Please be advised of the new courses that are launched today, March 30, 2020. All RCs (Head Offices and PMOs) may share the courses to target participants by forwarding the links provided.

Code	Course Title	URL
M12	Gender and Sensitivity Training	https://ppa-training-institute-2.thinkific.com/courses/m12-gst
M3	5S of Good House Keeping	https://ppa-training-institute-2.thinkific.com/courses/m3-5s
M14	Effective Communication	https://ppa-training-institute-2.thinkific.com/courses/m14-effective-comm
M15	Personality Development	https://ppa-training-institute-3.thinkific.com/courses/m15-personality-dev
M16	Work Attitude & Values Enhancement Program Part 2	https://ppa-training-institute-3.thinkific.com/courses/m16-wave-p2

For those who have previously created an account for the first two modules, the accounts will not work for these new courses. New enrollee accounts are required for platform 2 and 3. You may follow this instructional guide to create an enrollee account: <https://forms.gle/83D7AYSasafebAus8>

Please be advised that all courses are open during the duration of the Enhanced Community Quarantine (ECQ).

Certificate of Training

Participants who completed the e-Learning course modules will be issued corresponding certificate of training (COTs) after the ECQ. Procedures for COT issuance will be as follows:

For regular employees – to be issued by PPATI

For outsourced personnel – to be issued by the respective RC Heads

Requirements to complete a course module:

1. Completed Pre-Test
2. Read through the entire course contents
3. Completed Post-Test (with 80% passing mark)
**participants are allowed multiple re-takes until they reach the required passing mark*
4. Participant's name should be included in the e-Learning Registration/Nomination Form

Support

For any questions, concerns, and/or comments please email ppatielearning@gmail.com.