# <u>e-Learning Bulletin-016-2020</u> <u>July 14, 2020</u>

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

### Published Courses For July 13, 2020 to July 19, 2020

All RCs (Head Offices and PMOs) may share the courses to target participants by forwarding the links provided.

#### **New Course**

Code	Course Title	URL
		https://ppa-training-institute-16.thinkific.com/courses/m55-
M55	Alternative Work Arrangement: WFH	work-from-home

Republished

Code	Course Title	URL
M33	Boost Productivity in the Workplace	https://ppa-training-institute-8.thinkific.com/courses/m33-boost-productivity
M34	Self-Leadership	https://ppa-training-institute-9.thinkific.com/courses/m34-self-leadership
M35	Financial Literacy	https://ppa-training-institute-9.thinkific.com/courses/m35-financial-literacy
M8	Accounting for Non-Accountants	https://ppa-training-institute-9.thinkific.com/courses/m8-accounting
M36	Technical Writing	https://ppa-training-institute-10.thinkific.com/courses/m36-technical-writing
M37	Workplace Email Etiquette	https://ppa-training-institute-10.thinkific.com/courses/m37-workplace-email
M38	Conflict Resolution	https://ppa-training-institute-10.thinkific.com/courses/m38-conflict-resolution
M22	Container Operations	https://ppa-training-institute-11.thinkific.com/courses/m22-container-operations
M25	Disaster Risk Management	https://ppa-training-institute-11.thinkific.com/courses/m25-disaster-management
M27	Interpersonal Skills	https://ppa-training-institute-11.thinkific.com/courses/m27-interpersonal-skills
M52	Accessible Customer Service	https://ppa-training-institute-15.thinkific.com/courses/m52-customer-service

		https://ppa-training-institute-15.thinkific.com/courses/m53-
M53	Organizational Skills at Work	organizational-skills
	How to Manage the Big "R" in the	https://ppa-training-institute-16.thinkific.com/courses/m54-
M54	Workplace	manage-responsibility

### Enrollee accounts are required for each corresponding platform.

e.g. "https://ppa-training-institute-**2**.thinkific.com/courses/" https://ppa-training-institute-**6**.thinkific.com/courses/

Course participants may follow this instructional guide to create an enrollee account: <a href="https://forms.gle/83D7AYSasafebAus8">https://forms.gle/83D7AYSasafebAus8</a>

Please be advised that only selected courses will be published per week. The courses previously released in our platforms that are not in the current list will be re-published by groups in the coming weeks.

These courses will be available for the duration of the Community Quarantine (ECQ/GCQ) or until further notice.

## **Support**

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