

e-Learning Bulletin-018-2020 **July 27, 2020**

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 27, 2020 to August 2, 2020**

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

Republished

Code	Course Title	URL
M2	Work Attitude & Values Enhancement Program Part 1	https://ppa-training-institute.thinkific.com/courses/m2-wave
M4	Quality Customer Relations 101	https://ppa-training-institute.thinkific.com/courses/m4-quality-customer-relations
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
M6	Ports 101	https://ppa-training-institute-3.thinkific.com/courses/m6-ports-101
M7	Government Procurement 101	https://ppa-training-institute-4.thinkific.com/courses/m7-government-procurement
M13	Computer Operations 101	https://ppa-training-institute-4.thinkific.com/courses/m13-computer-operations
M11	Port Security 101	https://ppa-training-institute-4.thinkific.com/courses/m11-port-security
M55	Alternative Work Arrangement: WFH	https://ppa-training-institute-16.thinkific.com/courses/m55-work-from-home

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:
<https://forms.gle/83D7AYSasafebAus8>

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.

Certificates of Course Completion Issuance

The issuance of Certificates of Course Completion has started. A digital copy of the certificates (E-Certificates) will be sent to the RCs.

The certificates for regular personnel will be issued by PPATI and the certificates for outsourced personnel will be issued by the respective RCs. A list of names of personnel who completed the courses will be provided as basis. A template of the certificate will be provided as well.

Should RCs encounter missing names from the provided list, kindly email the names using the file in the link below. Please note that this is subject to further verification.

https://ppa-my.sharepoint.com/:x:/g/personal/ppati_ppa_com_ph/EeK7VY69PHVPmy917pR_gP0BaRQYnpZ6LnYPpu6p4DMqqw?e=9w2PrZ

Support

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

Courses to be Published Next Week (August 3, 2020 to August 9, 2020)

Code	Course Title	URL
M23	Best Practices in Covid	https://ppa-training-institute-12.thinkific.com/courses/m23-covid-best-practices
M26	Comprehension Training (recalled)	https://ppa-training-institute-12.thinkific.com/courses/m26-comprehension
M39	Respect in the Workplace	https://ppa-training-institute-12.thinkific.com/courses/m39-respect-workplace
M47	Mental Health Awareness	https://ppa-training-institute-13.thinkific.com/courses/m47-mental-health
M28	Document and Information Security	https://ppa-training-institute-13.thinkific.com/courses/m28-information-security
M41	Improving Work Performance in the Face of COVID-19 Crisis	https://ppa-training-institute-13.thinkific.com/courses/m41-covid-improve-work-performance
M48	Supervisory Skills Training for Port Supervisors	https://ppa-training-institute-14.thinkific.com/courses/m48-supervisory-skills
M49	Basic Cargo Handling Operations	https://ppa-training-institute-14.thinkific.com/courses/m49-cargo-handling
M50	RORO Operations 101	https://ppa-training-institute-14.thinkific.com/courses/m50-ro-ro-operations
M51	Group Dynamics in the Workplace	https://ppa-training-institute-15.thinkific.com/courses/m51-group-dynamics
M55	Alternative Work Arrangement: WFH	https://ppa-training-institute-16.thinkific.com/courses/m55-work-from-home