# e-Learning Bulletin-021-2020
# August 17, 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 August 17, 2020 to August 23, 2020

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

## Republished

| Code | Course Title | URL |
|------|-------------|-----|
| M17 | Dangerous Goods (Refresher Course) | https://ppa-training-institute-5.thinkific.com/courses/m17-dangerous-goods |
| M19 | Health and Safety in the Workplace | https://ppa-training-institute-5.thinkific.com/courses/m19-health-safety |
| M20 | Stress Management for Trades and Crafts | https://ppa-training-institute-5.thinkific.com/courses/m20-stress-management |
| M5 | Road Safety and Defensive Driving 101-Part 1 | https://ppa-training-institute-6.thinkific.com/courses/m5-driving-101 |
| M29 | Personality Development Part 2 | https://ppa-training-institute-6.thinkific.com/courses/m29-personality-dev-p2 |
| M30 | Emotional Intelligence | https://ppa-training-institute-6.thinkific.com/courses/m30-emotional-intelligence |
| M10 | Safety in the Port | https://ppa-training-institute-7.thinkific.com/courses/m10-safety-in-port |
| M24 | Road Safety and Defensive Driving 101-Part 2 | https://ppa-training-institute-7.thinkific.com/courses/m24-driving-101-p2 |
| M31 | Basic English Grammar | https://ppa-training-institute-7.thinkific.com/courses/m31-basic-grammar |
| M32 | Work Life Balance | https://ppa-training-institute-8.thinkific.com/courses/m32-work-life-balance |
| M1 | Career Development | https://ppa-training-institute-8.thinkific.com/courses/m1-career-development |
| M54 | How to Manage the Big "R" in the Workplace | https://ppa-training-institute-16.thinkific.com/courses/m54-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: 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 24 to 30, 2020)

| 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 *(fb form added Aug 10)* | 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 |