

## e-Learning Bulletin-022-2020 August 26, 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 24, 2020 to August 30, 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	<a href="https://ppa-training-institute.thinkific.com/courses/m2-wave">https://ppa-training-institute.thinkific.com/courses/m2-wave</a>
M4	Quality Customer Relations 101	<a href="https://ppa-training-institute.thinkific.com/courses/m4-quality-customer-relations">https://ppa-training-institute.thinkific.com/courses/m4-quality-customer-relations</a>
M12	Gender and Sensitivity Training	<a href="https://ppa-training-institute-2.thinkific.com/courses/m12-gst">https://ppa-training-institute-2.thinkific.com/courses/m12-gst</a>
M3	5S of Good House Keeping	<a href="https://ppa-training-institute-2.thinkific.com/courses/m3-5s">https://ppa-training-institute-2.thinkific.com/courses/m3-5s</a>
M14	Effective Communication	<a href="https://ppa-training-institute-2.thinkific.com/courses/m14-effective-comm">https://ppa-training-institute-2.thinkific.com/courses/m14-effective-comm</a>
M15	Personality Development	<a href="https://ppa-training-institute-3.thinkific.com/courses/m15-personality-dev">https://ppa-training-institute-3.thinkific.com/courses/m15-personality-dev</a>
M16	Work Attitude & Values Enhancement Program Part 2	<a href="https://ppa-training-institute-3.thinkific.com/courses/m16-wave-p2">https://ppa-training-institute-3.thinkific.com/courses/m16-wave-p2</a>
M6	Ports 101	<a href="https://ppa-training-institute-3.thinkific.com/courses/m6-ports-101">https://ppa-training-institute-3.thinkific.com/courses/m6-ports-101</a>
M7	Government Procurement 101 ( <i>fb form added Aug 10</i> )	<a href="https://ppa-training-institute-4.thinkific.com/courses/m7-government-procurement">https://ppa-training-institute-4.thinkific.com/courses/m7-government-procurement</a>
M13	Computer Operations 101	<a href="https://ppa-training-institute-4.thinkific.com/courses/m13-computer-operations">https://ppa-training-institute-4.thinkific.com/courses/m13-computer-operations</a>
M11	Port Security 101	<a href="https://ppa-training-institute-4.thinkific.com/courses/m11-port-security">https://ppa-training-institute-4.thinkific.com/courses/m11-port-security</a>

***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](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](mailto:ppati-elearning@ppa.com.ph).

## Courses to be Published Next Week (August 31 to September 6, 2020)

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