e-Learning Bulletin-023-2020
September 1, 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 September 1, 2020 to September 6, 2020

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

Republished

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-roro-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

Enrollee accounts are required for each corresponding platform.

e.g.   *"https://ppa-training-institute-**2**.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 (September 7, 2020 to September 13, 2020)

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
M53	Organizational Skills at Work	https://ppa-training-institute-15.thinkific.com/courses/m53-organizational-skills