e-Learning Bulletin-026-2020
September 28, 2020

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

List of Personnel who completed e-Learning Course Modules

The official lists of personnel who completed e-Learning courses can now be downloaded from the link below:

https://ppa-my.sharepoint.com/:f:/g/personal/ppati_ppa_com_ph/EvtQsCOVJ2ZJq6slfY-LzsEBwYkW29Thqp7Rys-es2QSMg?e=zLwgdZ

These lists include the names of both Regular and Outsourced personnel. These may be used as references for verification purposes for regular employees, and as reference for certificates issuance for outsourced employees.

For certificates issuance for outsourced personnel:
1. RCs may use the certificate template provided
2. 4 hours credit for each course title
3. Respective RC head as the signatory

A file for missing names is also included in each folder if there are names that were not captured in the list. Kindly accomplish this file and email it to ppati-elearning@ppa.com.ph. The submission of this list is through RC's admin or their appointed representatives. Please note that this is subject to further verification.

The certificates for regular employees are still in progress. PPATI will notify all RCs if these are already available.

Published Courses
For September 28, 2020 to October 4, 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/"*
*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.

Courses to be Published Next Week (October 5, 2020 to October 11, 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

Support

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