

e-Learning Bulletin-031-2020 **November 3, 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/EvtQsCOVJ2ZJq6sIfY-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 November 2, 2020 to November 8, 2020**

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

Republished

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

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 (November 2, 2020 to November 8, 2020)

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

Support

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