

e-Learning Bulletin-032-2020 **November 11, 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 9, 2020 to November 15, 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

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 16, 2020 to November 22, 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	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
M54	How to Manage the Big "R" in the Workplace	https://ppa-training-institute-16.thinkific.com/courses/m54-manage-responsibility

Support

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