e-Learning Bulletin-033-2020
November 16, 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 November 16, 2020 to November 22, 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	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 *(fb form added Aug 10)*	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

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 23, 2020 to November 29, 2020)

Code	Course Title	URL
M23	Best Practices in Covid	https://ppa-training-institute-12.thinkific.com/courses/m23-covid-best-practices
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

Support

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