

## **e-Learning Bulletin-035-2020** **December 1, 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](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](mailto: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 30, 2020 to December 6, 2020**

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

### **Republished**

<b>Code</b>	<b>Course Title</b>	<b>URL</b>
M33	Boost Productivity in the Workplace	<a href="https://ppa-training-institute-8.thinkific.com/courses/m33-boost-productivity">https://ppa-training-institute-8.thinkific.com/courses/m33-boost-productivity</a>

M34	Self-Leadership	<a href="https://ppa-training-institute-9.thinkific.com/courses/m34-self-leadership">https://ppa-training-institute-9.thinkific.com/courses/m34-self-leadership</a>
M35	Financial Literacy	<a href="https://ppa-training-institute-9.thinkific.com/courses/m35-financial-literacy">https://ppa-training-institute-9.thinkific.com/courses/m35-financial-literacy</a>
M8	Accounting for Non-Accountants	<a href="https://ppa-training-institute-9.thinkific.com/courses/m8-accounting">https://ppa-training-institute-9.thinkific.com/courses/m8-accounting</a>
M36	Technical Writing	<a href="https://ppa-training-institute-10.thinkific.com/courses/m36-technical-writing">https://ppa-training-institute-10.thinkific.com/courses/m36-technical-writing</a>
M37	Workplace Email Etiquette	<a href="https://ppa-training-institute-10.thinkific.com/courses/m37-workplace-email">https://ppa-training-institute-10.thinkific.com/courses/m37-workplace-email</a>
M38	Conflict Resolution	<a href="https://ppa-training-institute-10.thinkific.com/courses/m38-conflict-resolution">https://ppa-training-institute-10.thinkific.com/courses/m38-conflict-resolution</a>
M22	Container Operations	<a href="https://ppa-training-institute-11.thinkific.com/courses/m22-container-operations">https://ppa-training-institute-11.thinkific.com/courses/m22-container-operations</a>
M25	Disaster Risk Management	<a href="https://ppa-training-institute-11.thinkific.com/courses/m25-disaster-management">https://ppa-training-institute-11.thinkific.com/courses/m25-disaster-management</a>
M27	Interpersonal Skills	<a href="https://ppa-training-institute-11.thinkific.com/courses/m27-interpersonal-skills">https://ppa-training-institute-11.thinkific.com/courses/m27-interpersonal-skills</a>
M52	Accessible Customer Service	<a href="https://ppa-training-institute-15.thinkific.com/courses/m52-customer-service">https://ppa-training-institute-15.thinkific.com/courses/m52-customer-service</a>
M53	Organizational Skills at Work	<a href="https://ppa-training-institute-15.thinkific.com/courses/m53-organizational-skills">https://ppa-training-institute-15.thinkific.com/courses/m53-organizational-skills</a>

***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 (December 7, 2020 to December 13)

Code	Course Title	URL
M17	Dangerous Goods (Refresher Course)	<a href="https://ppa-training-institute-5.thinkific.com/courses/m17-dangerous-goods">https://ppa-training-institute-5.thinkific.com/courses/m17-dangerous-goods</a>
M19	Health and Safety in the Workplace	<a href="https://ppa-training-institute-5.thinkific.com/courses/m19-health-safety">https://ppa-training-institute-5.thinkific.com/courses/m19-health-safety</a>
M20	Stress Management for Trades and Crafts	<a href="https://ppa-training-institute-5.thinkific.com/courses/m20-stress-management">https://ppa-training-institute-5.thinkific.com/courses/m20-stress-management</a>
M5	Road Safety and Defensive Driving 101-Part 1	<a href="https://ppa-training-institute-6.thinkific.com/courses/m5-driving-101">https://ppa-training-institute-6.thinkific.com/courses/m5-driving-101</a>
M29	Personality Development Part 2	<a href="https://ppa-training-institute-6.thinkific.com/courses/m29-personality-dev-p2">https://ppa-training-institute-6.thinkific.com/courses/m29-personality-dev-p2</a>
M30	Emotional Intelligence	<a href="https://ppa-training-institute-6.thinkific.com/courses/m30-emotional-intelligence">https://ppa-training-institute-6.thinkific.com/courses/m30-emotional-intelligence</a>
M10	Safety in the Port	<a href="https://ppa-training-institute-7.thinkific.com/courses/m10-safety-in-port">https://ppa-training-institute-7.thinkific.com/courses/m10-safety-in-port</a>
M24	Road Safety and Defensive Driving 101-Part 2	<a href="https://ppa-training-institute-7.thinkific.com/courses/m24-driving-101-p2">https://ppa-training-institute-7.thinkific.com/courses/m24-driving-101-p2</a>
M31	Basic English Grammar	<a href="https://ppa-training-institute-7.thinkific.com/courses/m31-basic-grammar">https://ppa-training-institute-7.thinkific.com/courses/m31-basic-grammar</a>
M32	Work Life Balance	<a href="https://ppa-training-institute-8.thinkific.com/courses/m32-work-life-balance">https://ppa-training-institute-8.thinkific.com/courses/m32-work-life-balance</a>
M1	Career Development	<a href="https://ppa-training-institute-8.thinkific.com/courses/m1-career-development">https://ppa-training-institute-8.thinkific.com/courses/m1-career-development</a>

## Support

For any questions, concerns, and/or comments please email [ppati-elearning@ppa.com.ph](mailto:ppati-elearning@ppa.com.ph).