

## NOTICE TO ALL RC HEADS (Head Offices and PMOs)

### ALTERNATIVE PLATFORM FOR COURSE DELIVERY OF e-LEARNING ON CAREER ENHANCEMENT PROGRAM

To be able to deliver training courses to PPA employees amidst the COVID-19 pandemic, the Human Resource Management Department (HRMD) and the Training Institute (PPATI) has developed a joint project on alternative solution on course delivery by utilizing an online platform called THINKIFIC.

We have identified an initial 10 course modules under this program. Initially, two course modules are already available in the platform as of March 22, 2020, as follows:

|    |  |
|----|--|
| M2 | Work Attitude & Values Enhancement Program |
| M4 | Quality Customer Relations 101             |

Target Participants:

- regular and outsourced personnel who are non-technical and who are on Work-from-Home
- regular and outsourced personnel who are on 24/7 duty

Instructions on how to access the platform are as follows:

#### 1. INSTRUCTIONAL GUIDE

<https://forms.gle/83D7AYSasafebAus8>

#### 2. PPATI eLearning LINK

<https://ppa-training-institute.thinkific.com/>

#### 3. COURSE LINKS

M2: <https://ppa-training-institute.thinkific.com/courses/m2-wave>

M4: <https://ppa-training-institute.thinkific.com/courses/m4-quality-customer-relations>

### DISSEMINATION

There are two methods of disseminating the courses. Based on these, we can strategize the dissemination of the courses to target participants.

1. Via the PPATI eLearning Link
2. Via a URL link to a specific course.

For PMOs, PPATI will request the assistance of all Administrative Division Managers and Resource Management Division Managers for the dissemination to its targeted participants.

## **EVALUATION**

Pre-test and Post-test: required to be taken for every course module

Feedback Form: this is the equivalent for the End-of-Course Evaluation. Please accomplish this form as we highly encourage comments for this e-Learning initiative.

## **LIMITATIONS**

As we are only utilizing the free features of this platform, we encountered some issues while developing the courses.

1. All courses are viewable once a user registers to the page, and users will be able to enroll to all courses as well. To address this, administrators have the capability to delete users.
2. Pre-requisites cannot be enabled. Users will be able to skip the contents and proceed to the next section of the course. To address this, a post-test that will require 100% passing grade is placed at the end of each course.

## **IMPROVEMENTS**

We will be looking out for other things to improve as we launch this.

For comments and suggestions, please email [ppatielearning@gmail.com](mailto:ppatielearning@gmail.com).