

## **CERTIFIED ASSOCIATE IN PROJECT MANAGEMENT – CAPM® – CERTIFICATION TRAINING**

This 4-day interactive course is intended for practitioners who are starting a career in project management, as well as project team members who wish to gain the Project Management Institute (PMI)® Certified Associate in Project Management (CAPM)® Certification. The 4 days are split into two sessions of 2 days over 3-4 weeks.

### **Objective of the course**

The course has one main objective:

**To prepare participants to take and pass the CAPM® Certification Exam.**

Our facilitators have successfully trained over 3000 Project Managers in the last 10 years.

### **Content**

The areas covered are all 5 Process Groups (Initiate, Plan, Execute, Control and Close) as well as the 10 Knowledge Areas (Communication, Time, Cost, Scope, Integration, Human Resources, Risk, Quality, Procurement, Stakeholder Management) and Professional Responsibility.

The course content is based upon the Project Management Book of Knowledge, Fifth Edition (*PMBOK Guide*)® – the official PMI® guide to Project Management, and the basis for all certification questions), and also includes all supplementary information needed to pass the exam.

### **Method**

This course uses a blended learning approach: a well-balanced mix of classroom training and self-study using probably one of the best web-based tools for the exam preparation [www.sts.ch/xampmbok5th\\_demo](http://www.sts.ch/xampmbok5th_demo). The facilitators (PMP® certified) have a broad experience as Project Managers of large Projects. Their goal is to give you all the hints and tips you will need to be sure to pass the exam! And, they will be available to support you by email for any questions after the course.

### **Date and Price**

The fee for this course plus training material and logistics is CHF 3'700 + VAT.

#### **Zurich**

- 15-16 Jan + 8-9- Feb 2018
- 26-27 Feb + 22-23 Mar 2018
- 9-10 Apr + 7-8 May 2018
- 4-5 Jun + 20-21 Jun 2018
- 20-21 Aug + 13-14 Sep 2018
- 17-18 Sep + 4-5 Oct 2018
- 29-30 Oct + 22-23 Nov 2018

#### **Geneva**

- 1-2 Feb + 1-2 Mar 2018
- 19-20 Mar + 12-13 Apr 2018
- 3-4 May + 7-8 Jun 2018
- 18+19 Jun + 5-6 Jul 2018
- 23-24 Aug + 20-21 Sep 2018
- 1-2 Oct + 1-2 Nov 2018
- 19-20 Nov + 10-11 Dec 2018

How to register? Just send a mail to [info@propm-p.com](mailto:info@propm-p.com) or call (0)800 77 67 67. We are looking forward to advising you personally.

### **Course overview**

Day 1 : Introduction to PMP® – Project Initiation

Day 2 : Project Planning

Day 3 : Project Execution

Day 4 : Project Monitoring and Control – Project Closing – Professional Responsibility

*NOTE: CAPM, PMI, PMP, PMBOK and The PMI Registered Education Provider logo are registered marks of the Project Management Institute, Inc.*