

## 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 13 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, Resources, Risk, Quality, Procurement, Stakeholder Management) and Professional Responsibility.

The course content is based upon the Project Management Book of Knowledge, Sixth 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/xampmbok6th\\_demo](http://www.sts.ch/xampmbok6th_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.

### Dates and Price

The fee for this course plus training material and logistics is CHF 3'700 + VAT (CHF. 3'400 for VIRTUAL courses).

#### **Zurich**

18-19 Jan + 11-12 Feb 2021  
1-2-Mar + 25-26 Mar 2021  
20-21 Apr + 6 -7 May 2021  
7-8 Jun + 1-2 July 2021  
23-24 Aug + 16-17 Sep 2021  
20-21 Sep + 7-8 Oct 2021  
1 -2 Nov + 25–26 Nov 2021

#### **Geneva**

8-9 Feb + 4-5-Mar 2021  
22-23 Mar + 22-23 Apr 2021  
3-4 May + 27-28 May 2021  
26-27 Aug + 23-24 Sep 2021  
4-5 Oct + 4-5 Nov 2021  
15-16 Nov + 6-7 Dec 2021

How to register? Just send a mail to [info@virak.com](mailto:info@virak.com). We are looking forward to advising you personally. Please let us know if you prefer to attend the course VIRTUALLY.

### 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.*

