



*Training Course:  
Certified Associate in Project Management  
(CAPM) – Exam Preparation Program*

*8 - 19 September 2025  
Kuala Lumpur (Malaysia)  
Royale Chulan Kuala Lumpur*

## Training Course: Certified Associate in Project Management (CAPM) □ Exam Preparation Program

Training Course code: MA236151 From: 8 - 19 September 2025 Venue: Kuala Lumpur (Malaysia) - Royale Chulan Kuala Lumpur Training Course Fees: 9000 □ Euro

### Introduction

The Certified Associate in Project Management CAPM is a globally recognized credential offered by the Project Management Institute PMI for individuals starting their careers in project management. This 12-day intensive training program, designed by Global Horizon Training Center, prepares participants to master foundational project management concepts and pass the CAPM exam with confidence. The program is aligned with the latest PMI exam content outline and the PMBOK Guide, incorporating both process-based and principle-based approaches.

### Objectives

By the end of this program, participants will be able to:

- Understand the key principles, domains, and life cycle of project management.
- Apply project management knowledge areas and process groups.
- Identify the roles and responsibilities of project managers and stakeholders.
- Use essential tools, techniques, and documentation for project success.
- Apply agile and predictive methodologies appropriately.
- Prepare effectively for the CAPM exam with real practice questions and simulations.

### Organizational Impact

- Increased project management competency at the foundational level
- Enhanced collaboration and communication across project teams
- Improved ability to support complex projects in various industries
- Establishment of a PMI-aligned project culture
- Identification and development of future project managers

## Target Audience

- Entry-level project professionals
- Project coordinators, team leads, and administrators
- Recent graduates and interns in project environments
- Professionals preparing for the CAPM exam
- Employees aspiring to start a career in project management

## Training Program Outline

### Day 1: Introduction to Project Management & PMI Framework

- Overview of PMI and the CAPM credential
- Introduction to project management and project life cycle
- Projects vs. operations vs. programs
- Organizational structures and the role of the PM

### Day 2: PMBOK Guide - Principles & Domains Overview

- Project management principles stewardship, team, risk, etc.
- Performance domains: stakeholder, team, life cycle, planning
- Deliverables and value delivery system
- Tailoring and modeling project approaches

### Day 3: Project Integration Management

- Develop project charter
- Develop and manage project plan
- Manage project knowledge

- Monitor and control project work
- Perform integrated change control

#### Day 4: Project Scope and Schedule Management

- Collect requirements and define scope
- Create work breakdown structure WBS
- Define activities, sequence them, estimate durations
- Develop and control schedule Gantt, CPM, etc.

#### Day 5: Project Cost Management

- Estimate costs and determine budget
- Cost baseline and performance measurement
- Earned Value Management EVM
- Forecasting and cost control

#### Day 6: Project Quality and Resource Management

- Plan and manage quality
- Quality tools and standards
- Estimate, acquire, and develop team
- Resource calendars and conflict resolution

#### Day 7: Project Communications and Stakeholder Engagement

- Plan and manage communications
- Communication models and methods
- Identify and analyze stakeholders
- Stakeholder engagement strategies

#### Day 8: Project Risk Management

- Identify risks and perform risk analysis

- Qualitative vs. quantitative techniques
- Plan and implement risk responses
- Monitor risks throughout the project

#### Day 9: Project Procurement Management

- Plan procurement and select sellers
- Procurement documents and contracts
- Manage procurement relationships
- Contract types and legal considerations

#### Day 10: Agile and Hybrid Project Management

- Agile manifesto and principles
- Scrum, Kanban, and Lean overview
- Hybrid project life cycle
- Roles in agile Scrum Master, Product Owner

#### Day 11: Exam Preparation & Mock Exams - Part 1

- Review of key exam topics and formulas
- Sample CAPM exam questions
- Time management strategies
- Gap analysis and knowledge refresh

#### Day 12: Exam Preparation & Mock Exams - Part 2

- Full-length practice exam simulation
- Answer analysis and review
- Exam day tips and registration guidance
- Final Q&A and closing session

## Registration form on the Training Course: Certified Associate in Project Management (CAPM) Exam Preparation Program

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

### Delegate Information

Full Name (Mr / Ms / Dr / Eng): .....  
Position: .....  
Telephone / Mobile: .....  
Personal E-Mail: .....  
Official E-Mail: .....

### Company Information

Company Name: .....  
Address: .....  
City / Country: .....

### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....  
Position: .....  
Telephone / Mobile: .....  
Personal E-Mail: .....  
Official E-Mail: .....

### Payment Method

- ☐ Please find enclosed a cheque made payable to Global Horizon
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### Easy Ways To Register

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