



*Training Course:  
Certified Associate in Project Management  
CAPM*

*28 December 2026 - 1 January 2027  
Madrid (Spain)*

## Training Course: Certified Associate in Project Management CAPM

Training Course code: MA2068 From: 28 December 2026 - 1 January 2027 Venue: Madrid (Spain) - Training Course Fees: 5775 € Euro

### Introduction

The **Certified Associate in Project Management CAPM®** is a globally recognized certification offered by the Project Management Institute, designed for individuals seeking to build a strong foundation in project management principles and practices.

This program, developed by **Global Horizon Training Center**, prepares participants to successfully pass the CAPM® exam by covering key concepts based on the latest PMI standards. It provides a comprehensive understanding of project management frameworks, processes, and terminology, while enhancing participants' ability to contribute effectively to project teams.

Through a structured and exam-focused approach, participants will gain both theoretical knowledge and practical insights aligned with real-world project environments.

### Course Objectives

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

- Understand the fundamental principles of project management
- Familiarize themselves with PMI frameworks and terminology
- Apply project management processes across the project lifecycle
- Understand key knowledge areas such as scope, schedule, cost, and risk
- Interpret project documentation and artifacts
- Prepare effectively for the CAPM® certification exam
- Enhance their ability to work within project teams
- Apply best practices in project coordination and execution

### Target Audience

This program is designed for:

- Entry-level Project Managers and Coordinators
- Project Team Members and Associates
- Recent Graduates seeking a career in project management
- Professionals transitioning into project-based roles
- Individuals preparing for the CAPM® certification exam

## Outline

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

- Overview of Project Management Concepts
- The Role of the Project Manager
- Project vs. Operations
- Introduction to PMI Standards and Framework
- Project Lifecycle and Process Groups
- Key Project Management Principles

### Day 2: Project Integration, Scope, and Schedule Management

- Project Integration Management
- Project Scope Definition and Work Breakdown Structure WBS
- Scope Control and Validation
- Schedule Management Concepts
- Activity Definition, Sequencing, and Estimation
- Developing and Managing Project Schedules

### Day 3: Cost, Quality, and Resource Management

- Cost Estimation and Budgeting
- Cost Control Techniques
- Quality Planning and Assurance
- Resource Planning and Management
- Team Development and Leadership Basics
- Performance Measurement Concepts

### Day 4: Risk, Procurement, and Communication Management

- Risk Identification, Analysis, and Response Planning
- Procurement Processes and Contract Types
- Stakeholder Identification and Engagement
- Communication Planning and Management
- Managing Project Information and Reporting

### Day 5: Agile Concepts and Exam Preparation

- Introduction to Agile and Hybrid Approaches
- Agile Principles and Practices
- Comparing Predictive vs. Agile Methodologies
- CAPM® Exam Structure and Question Types
- Practice Questions and Mock Exam
- Exam Tips and Final Review

## Registration form on the Training Course: Certified Associate in Project Management CAPM

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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
- Please invoice me
- Please invoice my company

### Easy Ways To Register

Telephone:  
+201095004484 to  
provisionally reserve your  
place.

Fax your completed  
registration  
form to: +20233379764

E-mail to us :  
info@gh4t.com  
or training@gh4t.com

Complete & return the  
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to: Global Horizon  
3 Oudai street, Aldouki,  
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