



Certified Associate in Project Management (CAPM)[®]

5 Days

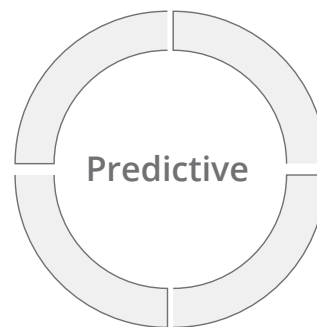
Exam Preparation + Exam Simulator



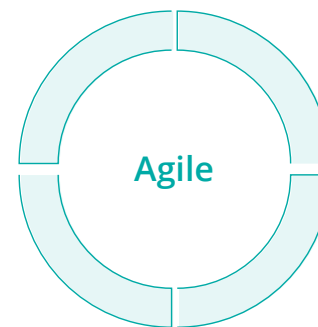
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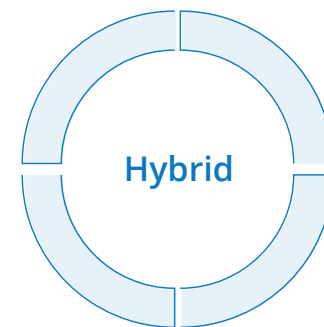
in-company for
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Our Approach to CAPM® Exam Preparation

CAPM® Certification: Add Credibility to Your Career

The Certified Associate in Project Management (CAPM)® certification is a great choice for those relatively new to project management, who have a goal of achieving an internationally respected certification.

Our Approach

During this 5-day exam preparation course, you will gain an understanding of the Project Management Institute (PMI)® approach to project management.

Upon completion, you will be able to devise a streamlined, structured study plan in preparation for sitting and passing your CAPM® exam.



Predictive + Agile + Hybrid



Rather than only concentrating on a predictive (often called “traditional”, “conventional” or “plan-based”) approach to project management, this CAPM® exam preparation course gives attention and value to predictive *and* agile approaches, and to a hybrid of both.



Our Approach to CAPM® Exam Preparation

- ✔ This course is fully aligned with *A Guide to the Project Management Body of Knowledge (PMBOK® Guide)* - Sixth Edition and the *Agile Practice Guide 2017* (both published by the PMI®).
- ✔ You will need to undertake a study period after completion of the course in order to be ready to sit the exam.
- ✔ Your 60-day access to our online exam simulator begins following the last day of your training.
- ✔ Our trainers will give you key insights into what is required to pass the exam with confidence.
- ✔ At the end of each module, we run a sample exam question session followed by a review of sample answers and discussion points.
- ✔ We include a suite of project management templates, available for you to download.
- ✔ To facilitate your choice of physical textbook or e-Book, we do not include the *PMBOK® Guide* or *Agile Practice Guide* textbooks in your course price. You will need a copy of both for your training, study, and exam preparation.
- ✔ We will point you in the direction of the best stockists for both publications during your booking process.

Why Choose Our Approach? (5 Key Benefits)

✓ Focused Format

Our approach to CAPM® exam preparation is focused and specifically designed to support you in CAPM® exam success.

The combination of expert trainer guidance, online exam simulator access, helpful project management templates, and sample exam questions all combine to help you towards passing your exam.

✓ Delivered by Experts

Our CAPM® trainers have extensive experience delivering project management training and are PMP® credential holders.

✓ Online Classroom Environment

You can connect to our live virtual CAPM® training from wherever you are located.

Virtual training gives you the experience of a focused, tutor-led, classroom environment from your home.

✓ Access to Online Exam Simulator

Your course fees include 60 days access to our online CAPM® Exam Simulator. Using a simulator is the best way to develop the mindset and stamina required to pass the CAPM® exam.

✓ Options for Progression

CAPM® certification is often viewed as the first step towards becoming a Project Management Professional (PMP)® credential holder.

The PMP® credential identifies experienced, high-performing project managers. If you don't yet have the required experience to work towards PMP®, CAPM® is the perfect place to start.



What our CAPM® students say...



“The trainer was very professional and I am very happy with content of the course, which was very clear, and I felt it was very well organized, we were able to address all the topics (processes and knowledge areas).

Discussions were very valuable for me, to be able to test my knowledge by completing various exercises and exchange my experience with more experienced Project Managers. I understood I know more than I initially thought, and we have more PMI® processes implemented in the company I work for than I thought before joining the course.

I really enjoyed the live virtual classroom, it went very smooth and I think in current climate where many companies opted for working from home it should be used more.”

- Olga, June 2020



“I certainly enjoyed the training course and am glad I chose Professional Development as the course provider....

The trainer was a really good facilitator. I thought virtual worked very well and the class size worked very well for the content we were covering. I'm glad that I got to do the training with a PMP® group also as it gave me insights into the experience of the other course goers.

Also, I will most definitely keep Professional Development in mind for other courses and of course when I go onto take the PMP® course.”

- Claire, March 2020

How do you want to learn?



Virtual Training

Enjoy all the benefits of classroom training while connecting online.

[Learn More](#)



In-Company Training

Tailored training for your team, delivered in-person or virtually.

[Learn More](#)

Live Virtual Training

Virtual training enables you to connect to live, trainer-led sessions from wherever you are.

It's easy to connect and you'll gain the benefits of a classroom style of training while enjoying the convenience of learning at home.

Our virtual training dates are available for anyone to attend.

How Virtual Training Works

Once you confirm your place on one of our upcoming virtual training dates, we'll send you the information and link you need to join the training.

To connect with our live training, you'll need a steady internet connection and a device with a web-camera, speakers, & microphone. Most home internet connections work perfectly for virtual training. These days, almost all smartphones, computers, and tablets have built-in web cameras, speakers, and microphones.

Our training consultants will advise you on how to get connected. It's an easy, user-friendly process.



Why Virtual?

- ✓ **Learn from Home** - This is an ideal solution for anyone who works from home. You can connect with real-time training sessions from wherever you're currently based.
- ✓ **Delivered by Experts** - By choosing our live virtual training, you'll learn from subject matter experts. You'll also benefit from the ability to ask questions and gain advice from our trainers.
- ✓ **Group Training** - This style of training enables you to interact virtually with your fellow trainees. Via our online platform, you'll be able to take part in group discussions and exercises without leaving home.
- ✓ **Focused Learning Environment** - One of the key advantages of an in-person classroom style training is the focused learning environment. Live, trainer-led virtual training also provides this high-impact format.

[Ask a Question](#)

In-Company Training

We run this CAPM® Exam Preparation training for in-company (also known as “in-house” or “on-site”) training.

This means that we deliver training exclusively to your team on a date you choose.

There are many benefits to choosing an in-company style of delivery.

How In-Company Training Works

When you get in touch with us about in-company training - either by phone or by requesting a quotation using the button on this page - our expert training consultants will work with you to find the best training solution for your needs.

We will create a programme that addresses the issues and goals at the top of your list, and choose a training delivery method and dates that suits you best.



Why In-House?

- ✓ **Tailored for Your Team** - Although the CAPM® course syllabus must be adhered to, we can take your business and any challenges you are facing into account when delivering the course. We will make the training delivery relevant to your team.
- ✓ **You Choose the Delivery Style** - We can deliver this training as an in-person, classroom style course (where we come to your location), or by live, virtual classroom training.
- ✓ **Flexibility** - In-company training gives you the ability to schedule training at a time that works best for your schedule. It removes the inconvenience of having to take someone out of their role for training at a busy time.

[Get a Quote](#)

Our Online CAPM® Exam Simulator

Following training, you will gain access to our online CAPM® Exam Simulator. This is a powerful study companion, supporting you in gaining the skills and mindset you need to pass the CAPM® exam.

Simulator Features

- ✓ 4 full online CAPM® simulated exams (3 hours each)
- ✓ Each exam includes 150 questions and answers
- ✓ 60 days of unlimited online access
- ✓ You can stop and start the exams to fit your schedule
- ✓ Exam analytics: a full report on your performance and explanation of answers



CAPM® Exam Preparation Course Content

① Module 1

- Introduction to the PMI® and CAPM® examination overview
- Tips to develop exam mindset
- Introduction to predictive (plan based) and adaptive (change based, agile) project management methodologies
- Introduction to the *PMBOK® Guide*, Sixth Edition and the *Agile Practice Guide* 2017.
- Code of Ethics and Professional Conduct

② Module 2 - Project Framework

- Fundamental project management concepts
- Business Environment – compliance, benefits and value, change
- Organisation Structures
- Processes and Domains

Modules 3 - 13

We will focus on predictive and agile concepts throughout.

③ Module 3

- Project Management Roles in Predictive and Adaptive environments

④ Module 4

- Project Integration Management Processes
- Sample exam question and answer session

⑤ Module 5

- Schedule Management Processes
- Sample exam question and answer session

⑥ Module 6

- Cost Management Processes
- Sample exam question and answer session

⑦ Module 7

- Scope Management Processes
- Sample exam question and answer session

⑧ Module 8

- Quality Management Processes
- Sample exam question and answer session

⑨ Module 9

- Resource Management Processes
- Sample exam question and answer session

continued on next page...

CAPM® Exam Preparation Course Content

10 Module 10

- Communication Management Processes
- Sample exam question and answer session

11 Module 11

- Risk Management Processes
- Sample exam question and answer session

12 Module 12

- Procurement Management Processes
- Sample exam question and answer session

13 Module 13

- Stakeholder Management Processes
- Sample exam question and answer session

14 Module 14

- Review and readiness

15 Module 15

- Finalising your exam application and preparing a study plan

Points to Note:

- The running order of each module may vary from course to course.
- While we strongly recommend that you have your copy of the *PMBOK® Guide* in time for our exam preparation training, you can join the training without it.

It will however, be essential for your study following training. We will point you in the direction of the best stockists during your booking process.



Reserve a Virtual Place

Using the button below, you can about upcoming dates for our CAPM® Exam Preparation course.

[Ask About Dates](#)

CAPM® Eligibility Requirements

Route 1

The CAPM® certification is designed for new project managers, or those at an intermediate level.

There are 2 routes of eligibility when applying to sit your CAPM® exam.

Good To Know

Our programme satisfies the PMI® eligibility requirement to undertake 23 hours of project management training.

You may discover during the programme that you are eligible to apply for the PMP® exam in which case, this course will fulfil the PMI® requirement for 35 hours of training



A High School Diploma
(Leaving Certificate or international equivalent)

+

23 hours of formal project management training

Route 2



A High School Diploma
(Leaving Certificate or international equivalent)

+

1,500 hours of project management experience

[Ask A Quick Question](#)

How Do I Achieve My CAPM® Certification?



1

Attend our CAPM® Course

Contact us to secure your place and attend our 5-day exam preparation course.

2

Study, Exam Simulator & PMI® Application

We recommend at least 6 weeks study and exam practice following your training.

3

PMI® Application

During this time, you will apply to the PMI directly to sit the exam. The PMI will review your application over a period of 5 days. Your application may be subject to an eligibility audit by the PMI.

4

Schedule & Sit Your Exam

Once approved by the PMI, you will pay the exam fee & schedule a date for your CAPM® exam. You have 1 year to sit & pass the exam from the date the PMI® confirm approval of your application.

5

Achieve Your CAPM® Certification!

Upon successful completion of the CAPM® examination, you will gain your CAPM® credential directly from the PMI®.

For a fully comprehensive guide to the examination and certification process, we recommend that you read the Certified Associate in Project Management (CAPM)® Handbook issued by the PMI.

3 Ways to Get Started



Talk to Us

You can reach us by phone on Freephone 1800 910 810, or 01 861 0700 (mon - thurs, 9.00am - 5.30pm, fri, 9.00am - 5.00pm).

We will be happy to answer any questions, advise on the best option for your CAPM® training, or book a place for you on an upcoming course date.

Freephone 1800 910 810



Ask About Dates

Using the button below, you can about upcoming dates for our CAPM® Exam Preparation course.

We will get in touch with course details and to answer any questions you may have.

Ask About Dates



Get a Quote

To request a tailored quotation for your in-company CAPM® training, click the button below.

We will be in touch with a detailed quotation fitting your team's requirements.

Get a Quote

About Us

Professional Development - 34 Years of Innovation and Excellence

We believe that the key to a thriving and rewarding career is continuous professional development.

For over 34 years, Professional Development has led the way in providing practical, innovative courses leading to relevant and respected certifications.

We specialise in delivering training for core business skills including project management, agile, scrum, lean six sigma, management, communications, sales, it service management, and training design and delivery skills.

Our courses are designed to expand your skills, & enhance your career potential

Stay Connected



Our Courses

Our courses are a balanced blend of both theoretical learning and practical application. This focused learning environment optimises the impact of training.



Our Team

Our trainers are chosen for their engaging manner and expertise in a chosen field. They bring a wealth of experience to each programme they deliver.



Our Clients

We provide training for Ireland's leading brands, working with companies of all sizes in every industry. We also provide training for non-corporate organisations.



Our Certifications

In many sectors, international certification is now essential. We provide many options for globally recognised certification in each subject area.

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