Certified Associate in Project Management (CAPM) Training

10 – 14 January 2027
Manama (Bahrain)



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Why This Course

The CAPM certification is an excellent starting point for professionals who want to build a strong foundation in project management and contribute more effectively to project teams. It supports aspiring project managers by strengthening their understanding of project terminology, lifecycle phases, planning techniques, execution practices, monitoring methods, Agile approaches, and professional responsibilities.

This intensive 1-week CAPM Certification Preparation Training program equips participants with the essential project management knowledge and practical confidence needed to prepare for the CAPM exam. The course covers project fundamentals, initiation, planning, execution, control, Agile and adaptive methodologies, communication, ethics, and exam preparation. Through case studies, hands-on exercises, practice questions, and guided review, participants will learn how to apply project management concepts in real project environments while preparing for certification.

What You'll Learn and Practice

By joining this program, you will:

- Master the CAPM exam content outline and key project management concepts.
- Understand project lifecycles, process groups, and project environments.
- Identify the role and responsibilities of the project manager.
- Understand organizational structures and their impact on projects.
- Develop project charters and initiation documents.
- Identify and analyze stakeholders.
- Define project scope and create Work Breakdown Structures.
- Develop schedules using critical path method.
- Apply resource management and team leadership basics.
- Prepare cost estimates and project budgets.
- Apply risk management, quality control, and project monitoring techniques.
- Understand Agile, Scrum, Kanban, and adaptive project management methods.
- Apply communication, ethics, and professional conduct principles.
- Prepare for the CAPM exam using practice questions and exam strategies.



The Program Flow

Day 1: Project Management Fundamentals

- Understand project management concepts, terminology, and professional value.
- Explore the project lifecycle and process groups.
- Identify the role of the project manager and project team members.
- Understand organizational structures and project governance.
- Connect project management principles with real workplace scenarios.

Day 2: Project Initiation and Planning

- Develop project charters that define objectives, scope, and authority.
- Identify and analyze stakeholders.
- Define project scope, deliverables, assumptions, and constraints.
- Create Work Breakdown Structures to organize project work.
- Develop schedules and apply critical path method.

Day 3: Project Execution and Control

- Apply resource management and team leadership practices.
- Estimate costs and develop project budgets.
- Identify, assess, and respond to project risks.
- Apply quality management and control techniques.
- Monitor project performance and support corrective actions.

Day 4: Agile and Adaptive Methodologies

- Understand Agile project management principles.
- Explore the Scrum framework, roles, events, and artifacts.
- Apply sprint planning and execution concepts.
- Understand Kanban and other adaptive approaches.
- Identify when Agile or adaptive methods can support project delivery.

Day 5: Professional Responsibility and Exam Preparation

- Apply project communication management practices.
- Understand ethics and professional conduct in project environments.
- Review CAPM exam structure, content areas, and question styles.
- Practice exam questions and analyze answers.
- Complete final review and develop a personal study plan.



Individual Impact

- Build a strong foundation in project management concepts and practices.
- Gain confidence in contributing to project teams across different industries.
- Improve planning, scheduling, communication, risk, and quality awareness.
- Develop understanding of Agile and adaptive project approaches.
- Increase readiness for the CAPM certification exam.

Work Impact

- Improve project team contribution and coordination.
- Strengthen project planning, monitoring, and documentation practices.
- Support better communication between project managers, teams, and stakeholders.
- Improve awareness of project risks, quality expectations, and delivery responsibilities.
- Build internal project management capability through recognized best practices.

Training Methodology

This program combines CAPM exam preparation with practical project management application through:

- Project management concept reviews and guided discussions.
- Project charter, stakeholder analysis, WBS, and schedule exercises.
- Cost, risk, quality, and resource management case activities.
- Agile, Scrum, and Kanban practice scenarios.
- Ethics, communication, and professional responsibility discussions.
- Practice exams, question review, and exam strategy sessions.

Beyond the Course

Upon completion, participants will be able to:

- Contribute effectively to project teams in any industry.
- Apply core project management tools and techniques.
- Support project planning, execution, monitoring, and closure activities.
- Understand Agile and adaptive project management approaches.
- Communicate more effectively within project environments.
- Approach the CAPM certification exam with stronger preparation and confidence.

