SQT TRAINING THAT DEVELOPS *REAL* CAPABILITY











Certified Associate in Project Management (CAPM)® Preparation Course

PM009

Certified Associate in Project Management (CAPM)® Preparation Course

This Certified Associate in Project Management (CAPM)® Preparation Course is designed to provide learners with a strong foundation in project management principles, tools, and techniques aligned to the PMBOK® Guide. The programme focuses on practical application, ensuring learners can confidently understand and apply project management concepts across a variety of project environments.

Through a structured blend of facilitated learning, guided self-study, and exam-focused preparation, learners develop the knowledge and confidence required to sit the CAPM® certification examination. The course supports both predictive and adaptive approaches to project delivery and prepares learners to manage projects effectively from initiation through to closure.

Duration & Price

Duration: 3 days
Delivery mode: This programme is available In-Company

Dates & Locations

In-Company training programmes are customised for your organisations specific needs. Most In-Company training is now delivered virtually.

In-Company Training

Please contact us for more information on our In-Company training options

What's covered?

This programme provides a structured and practical overview of project management fundamentals, predictive methodologies, adaptive approaches, and business analysis frameworks. Content is aligned to the CAPM® examination and supports real-world application.

Key topics include:

- Project fundamentals, environments, and the role of the project manager
- Organising for project performance and life cycle selection
- Predictive planning, project work, and delivery methodologies
- Adaptive approaches, agile frameworks, and managing uncertainty
- Measurement, tracking, and performance monitoring
- Business analysis frameworks, domains, and tailoring
- Final exam preparation and readiness review

Who should participate?

This programme is suitable for learners who are beginning their project management career or who wish to formalise their existing experience through internationally recognised certification. It is particularly relevant for those planning to sit the CAPM® certification examination.

Typical participants include aspiring project managers, project team members, coordinators, and professionals involved in project-based work across any sector.

A good standard of written and spoken English is important to engage effectively with this programme.

What will I learn?

On successful completion of this course, learners will be able to:

- Understand the CAPM® certification process including application requirements and examination structure
- Explain the attributes, responsibilities, and value of the project manager role
- Apply project management principles across both plan-driven and adaptive environments
- Describe the importance of effective project governance and control structures
- Define clear project objectives and develop an appropriate project scope plan
- Plan, deliver, and manage an effective project management plan
- Distinguish between project risks and issues and apply appropriate management techniques
- Monitor, track, and communicate project progress in a timely and structured manner
- Explain the foundations of effective project leadership and team engagement
- Plan for successful project delivery, closure, and evaluation

These outcomes ensure learners return with practical skills and knowledge necessary to contribute effectively to project delivery and to approach the CAPM® examination with confidence.

How will I be assessed?

This programme provides structured learning support and exam preparation activities only and does not include any formal assessment, grading or certification decision related to the PMP® certification examination. Learners must independently apply for the PMP® certification examination directly with the Project Management Institute.

As part of the course, guidance and practical advice will be provided on the application process, eligibility requirements and supporting documentation but applications / booking examinations are the sole responsibility of the learner.

Additional information on the application process and certification requirements are available at https://www.pmi.org/certifications/certified-associate-capm

How do we train and support you?

The programme uses an interactive and practical training methodology designed to support knowledge development and exam readiness. Learning is delivered through facilitated sessions combined with structured self-paced study.

Support includes:

- Pre-training consultation to confirm learning goals and exam timelines
- Facilitated virtual or face-to-face classroom sessions
- Access to comprehensive study guides and learning materials
- Full access to an online **CAPM® exam simulator**
- Tutor guidance and exam preparation support

Class sizes are generally limited to 12–15 learners to support personalised learning and individual support.

This structured support ensures learners remain engaged, confident, and well-prepared throughout the programme.

How can you progress?

Completion of this programme supports progression towards successful CAPM® certification and provides a strong foundation for further development in project management.

Potential next steps include:

- Progression towards PMP® certification subject to eligibility
- Managing Successful Projects
- Lean Six Sigma Green Belt – QQI Level 7

Tutors



Liam Dillon
View Profile

What Our Learners Say

We believe in excellence through transparency and continuous improvement. That's why we invite all our delegates to share their experiences on CourseCheck.com, an independent platform dedicated to genuine, unfiltered feedback. Learner insights help us not only to enhance our training programmes but also empower potential learners to make informed decisions. Click on the link below to read firsthand experiences and testimonials from past learners.



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SQT TRAINING THAT DEVELOPS *REAL* CAPABILITY

SQT provide a unique combination of high quality, accredited, practical training delivered by leading industry experts and supported by the most up to date learning technology and tools

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- Lean Six Sigma
- Join our Lean Six Sigma Network
- Continual Process Improvement
- Project & Programme Management

COMPLIANCE, STANDARDS & AUDITING

- Quality
- Environment & Energy Management
- Health & Safety
- Food Safety
- Life Sciences
- Laboratory
- Integrated Management Systems

LEADERSHIP & PERSONAL DEVELOPMENT

- Leadership & Personal Development
- Train the Trainer

QQI AWARD | IEMA APPROVED | CompEx Part of the JTL Group | FSPCA FOOD SAFETY PREVENTIVE CONTROLS ALLIANCE | CQI IRCA APPROVED TRAINING PARTNER | Chartered Institute of Environmental Health

SQT Training Ltd. | T: +353 61 339040 | E: info@sqt-training.com
W: sqt-training.com

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