Haward Technology Middle East

Certified Associate in Project Management (PMI-CAPM)
PMI Exam Preparation Training

Course Title
Certified Associate in Project Management (PMI-CAPM): *PMI Exam Preparation Training*

Course Date/Venue
Session 1: September 21-25, 2025/Tamra Meeting Room, Al Bandar Rotana Creek, Dubai, UAE
Session 2: Decemebr 14-18 2025/Tamra Meeting Room, Al Bandar Rotana Creek, Dubai, UAE

H-STK© INCLUDED

Course Reference
PM0541

3.0 CEUs (30 PDHs) AWARD

Course Duration/Credits
Five days/3.0 CEUs/30 PDHs

Course Description

This practical and highly-interactive course includes various practical sessions and exercises. Theory learnt will be applied using our state-of-the-art simulators.

This course is designed to provide participants with a detailed and up-to-date overview of Certified Associate in Project Management (PMI-CAPM). It covers the difference between projects and operational work; the process groups, project management challenges, project performance domains, stakeholders and project manager role; the emotional intelligence, people skills, project organizational structures and team performance domain; and the development approach and life cycle performance domain including project activities that deliverables and milestones.

Further, the course will also discuss the predictive-plan based methodology, predictive life cycle, project charter and project team; the project management plan and project schedule; managing, monitoring and controlling a project work and closing the project; planning and managing procurement; engaging with stakeholders and managing project communications and risk; and the quality management including project controls, forecasting and integration.

During this interactive course, participants will learn the adaptive approach and team structure in adaptive projects; the requirements for the adaptive project environment including the typical steps of the adoptive projects and agile life cycles; the Agile Manifesto, Lean, Scrum, Kanban and extreme programming (XP); the feature-driven development, dynamic systems development, crystal methods and scaling adaptive frameworks; the uncertainty and business analysis frameworks; the business analyst role and the influence of project approaches on business analysis; and the business analysis planning, need analysis, elicitation, traceability, monitoring and solution evaluation.

The course is carefully developed to reflect the best practices that also match the training requirements of distinguished professional organizations such as the Project Management Institute (**PMI**) and **FIDIC**. The Professional Development Units/Hours (**PDUs**) or Continuing Education Units (**CEUs**) awarded to our participants are recognized by the Project Management Institute (**PMI**) and by the International Association for Continuing Education & Training (**IACET-USA**).

Course Objectives
Upon successful completion of this course, each participant will be able to:-

- Get prepared for the next CAPM exam and have enough knowledge and skills to pass such exam in order to get the Certified Associate in Project Management (CAPM) from the Project Management Institute (PMI)

- Discuss the difference between projects and operational work

- Explain process groups, project management challenges, project performance domains, stakeholders and project manager role

- Evaluate emotional intelligence, people skills, project organizational structures and team performance domain

- Describe development approach and life cycle performance domain including project activities that deliverables and milestones

- Apply predictive-plan based methodology, illustrate predictive life cycle, create a project charter and build a project team

- Develop a project management plan and project schedule as well as manage, monitor and control a project work and close the project

- Plan and manage procurement, engage with stakeholders and manage project communications and risk

- Carryout quality management including project controls, forecasting and integration

- Identify when to use the adaptive approach and develop team structure in adaptive projects

- Recognize the requirements for the adaptive project environment including the typical steps of the adoptive projects and agile life cycles

- Discuss Agile Manifesto, Lean, Scrum, Kanban, and extreme programming (XP)

- Apply feature-driven development, dynamic systems development, crystal methods and scaling adaptive frameworks

- Measure, track, and manage uncertainty and apply business analysis frameworks

- Discuss business analyst role and the influence of project approaches on business analysis

- Carryout business analysis planning, need analysis, elicitation, traceability, monitoring and solution evaluation

PMI Recognition of Haward Courses

The Project Management Institute (**PMI**) recognizes Haward's Certificates and Continuing Education Units (CEUs).

The recognition and acceptance of our PDUs/CEUs fall under Categories E, F and G of PMI's "Professional Education" section at the PMP Application. Hence, what the delegates simply need to do is to complete this section as part of the PMP Application and submit it to PMI upon the receipt of Haward's certificates and ANSI/IACET's CEUs. PMI will automatically accept the delegates with 30 Contract Honors as a fulfillment of the required Professional Education.

Haward Technology, being the first **Authorized Provider** of the International Association for Continuing Education & Training (**IACET-USA**) in the Middle East, is authorized to award ANSI/IACET **CEUs** that are automatically accepted and recognized by the Project Management Institute (**PMI**).

Exclusive Smart Training Kit - H-STK®

*Participants of this course will receive the exclusive "Haward Smart Training Kit" (**H-STK®**). The **H-STK®** consists of a comprehensive set of technical content which includes **electronic version** of the course materials conveniently saved in a **Tablet PC**.*

Who Should Attend

This course provides an overview of all significant aspects and considerations of project management for managers, specialists and engineers who have project management responsibilities but with limited training or experience in this area.

Exam Eligibility & Structure

Exam Candidates shall have the following minimum prerequisites:-

Educational Background		Project Management Education
Secondary degree, such as a high school diploma, GED (general educational development), or global equivalent	**AND**	At least 23 hours of project management education completed before the exam

Course Certificate(s)

(1) PMI-CAPM certificates will be issued to participants who have successfully passed the PMI-CAPM examination.

(2) Official Transcript of Records will be provided to the successful delegates with the equivalent number of ANSI/IACET accredited Continuing Education Units (CEUs) earned during the course

Certificate Accreditations

Certificates are accredited by the following international accreditation organizations: -

- British Accreditation Council (BAC)

Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

- The International Accreditors for Continuing Education and Training (IACET - USA)

Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units** (CEUs) in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology Middle East will award **3.0 CEUs** (Continuing Education Units) or **30 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.

Course Instructor(s)

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:

Dr. Chris Le Roux, PhD, MSc, BSc, PMI-PMP, PMI-CAPM, PMI-ATP is a **Senior Project & Management Consultant** with over **30 years** of teaching, training and industrial experience. His expertise lies extensively in the areas of **Project & Contracts** Management Skills, **Project & Construction** Management, **Project** Planning, Scheduling & Control, **Project** Management, Project Delivery & Governance Framework, **Project** Management Practices, **Project** Management Disciplines, **Project Risk** Management, **Risk** Identification Tools & Techniques, **Project** Life Cycle, **Project Stakeholder** & Governance, **Project Management** Processes, **Project Integration** Management, **Project** Management Plan, **Project Work** Monitoring & Control, **Project Scope** Management, **Project Time** Management, **Project Cost** Management, **Project Quality** Management, **Quality** Assurance, **Project Human Resource** Management, **Project Communications** Management, **Contract** Management, **Tender** Development, **Contract** Standards & Laws, **Dispute Resolution** & **Risk** Identification, Myers-Briggs Type Indicator (**MBTI**), **Organization** Development Consultation, Advanced Debriefing of **Emotional** Trauma, **Interpersonal Motivation**, **Model Based Interviewing**, **Leadership Orientation** Programme, **Coaching & Motivation**, **Creative Thinking & Problem-Solving** Techniques, **Emotional Intelligence**, **Presentation** Skills, **Communication & Interpersonal** Skills, Effective **Communication & Influencing** Skills, Effective **Business Writing Skills**, **Writing** Business Documents, **Business Writing** (Memo & Report Writing), **Leadership & Team Building**, Psychology of **Leadership**, **Interpersonal Skills & Teamwork**, **Coaching & Mentoring**, **Innovation & Creativity**, **Office Management & Administration** Skills, Controlling Your **Time & Managing Stress**, **Crisis** Management, Strategic **Human Resources** Management, **Change** Management, **Negotiation** Skills, **Strategic Planning**, **Risk** Analysis & Risk Management, Global Diverse & Virtual Teams Operation, Exceeding **Customer** Expectations, **Corporate Governance** Best Practice, **Business Performance** Management & Improvement, Building Environment of **Trust & Commitment**, **Win-Win Negotiation** Strategies, **Quality Improvement & Resource** Optimization, Neuro Linguistic Programming (**NLP**), **Personal Resilience** Developing, Effective Role Modelling & Development, Managing Dynamic Work Environments, Organizational Development, **Career** Management, Situation & Behaviour Analysis, Interpersonal **Motivation** Skills, **Inventory** Management and **Financial** Administration. Further, he is also well-versed in Water Supply System Security, Vulnerability & Terrorism, Integrated Security Systems, Incident Threat Characterization & Analysis, Physical Security Systems, Security Crisis, Security Emergency Plan, Command & Control System, Preventive Actions and Situation Analysis. He was the **Psychologist** & **Project Manager** wherein he was responsible in the project management and private psychology practices.

During his career life, Dr. Le Roux has gained his academic and field experience through his various significant positions and dedication as the **Director**, **Medico Legal Assessor Psychologist**, **Training & Development General Manager**, **Project Manager**, **Account Manager**, **Commercial Sales Manager**, **Manager**, **Sales Engineer**, **Project Specialist**, **Psychology Practitioner**, **Senior HR Consultant**, **Senior Lecturer**, **Senior Consultant/Trainer**, **Business Consultant**, **Assistant Chief Education Specialist**, **ASI Coordinator**, **Part-time Lecturer/Trainer**, **PMP & Scrum Trainer**, **Assessor & Moderator**, **Team Leader**, **Departmental Head**, **Technical Instructor/Qualifying Technician**, **Apprentice Electrician: Signals** and **Part-Time Electrician** from various companies and universities such as the South African Railway (SAR), Department of Education & Culture, **ESKOM**, Logistic Technologies (Pty. Ltd), Human Development: Consulting Psychologies (HDCP) & IFS, Mincon, Eagle Support Africa, Sprout Consulting, UKZN, Grey Campus, Classis Seminars, CBM Training, just to name a few.

Dr. Le Roux has a **PhD** in **Commerce Major** in **Leadership** in **Performance & Change**, a **Master's** degree in **Human Resource Management**, a **Bachelor's** degree (with Honours) in **Industrial Psychology**, a National Higher Diploma and a National Technical Diploma in **Electrical & Mechanical Engineering**. Further, he is a **Certified Project Management Professional** (**PMI-PMP**), a **Certified Associate** in **Project Management** (**PMI-CAPM**), a **Certified Scrum Master Trainer** by the VMEdu, a **Certified Instructor/Trainer** and a **Certified Internal Verifier/Assessor/Trainer** by the **Institute of Leadership & Management** (**ILM**). Moreover, he is a **Registered Industrial Psychologist** by the Health Professions Council of South Africa (HPCSA), a **Registered Educator** by the South African Council for Educators (SACE) and a **Registered Facilitator**, **Assessor & Moderator** with Education, Training and Development Practices (ETDP) SETA. He has further delivered numerous trainings, courses, seminars, conferences and workshops globally.

Training Fee
US$ 5,500 per Delegate + **VAT**. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Exam Fee
US$ 400 per Delegate + **VAT**

Training Methodology
All our Courses are including **Hands-on Practical Sessions** using equipment, State-of-the-Art Simulators, Drawings, Case Studies, Videos and Exercises. The courses include the following training methodologies as a percentage of the total tuition hours:-

30%   Lectures
20%   Practical Workshops & Work Presentations
30%   Hands-on Practical Exercises & Case Studies
20%   Simulators (Hardware & Software) & Videos

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.

Course Program
The following program is planned for this course. However, the course instructor(s) may modify this program before or during the course for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

Day 1

0730 – 0800	*Registration & Coffee*
0800 – 0815	*Welcome & Introduction*
0815 – 0830	**PRE-TEST**
0830 – 0930	**Lesson 1: Becoming a Certified Associate in Project Management (CAPM)** *Introduction to PMI • About the CAPM Exam*
0930 – 0945	*Break*
0945 - 1145	**Lesson 2: Projects & Project Management** *What is Project?*
1145 – 1230	**Lesson 2: Projects & Project Management (cont'd)** *What's the Difference Between Projects & Operational Work*
1230 – 1245	*Break*
1245 – 1420	**Lesson 2: Projects & Project Management (cont'd)** *What are Process Groups? • What Project Management Challenges will You Face?*
1420 – 1430	**Recap**
1430	*Lunch & End of Day One*

Day 2

0730 – 0930	**Lesson 3: Organizing for Project Performance** *Project Performance Domains • Stakeholders • The Project Manager Role*
0930 – 0945	*Break*
0945 - 1200	**Lesson 3: Organizing for Project Performance (cont'd)** *Emotional Intelligence and People Skills • Project Organizational Structures • Team Performance Domain*
1200 - 1230	**Lesson 4: Development Approach & Life Cycle Performance Domain** *What is a Life Cycle? • Development Approach and Life Cycle Performance Domain*

1230 - 1245	*Break*
1245- 1420	**Lesson 4: Development Approach & Life Cycle Performance Domain (cont'd)** *Project Activities, Deliverables, and Milestones*
1420 – 1430	**Recap**
1430	*Lunch End of Day Two*

Day 3

0730 – 0930	**Lesson 5: Planning, Project Work & Delivery: Predictive Methodologies** *When Should You Choose a Predictive, Plan-Based Methodology? • Process Groups of the Predictive, Plan-Based Approach • Tailoring a Predictive Life Cycle • Creating a Project Charter • Building the Project Team*
0930 – 0945	*Break*
0945 - 1100	**Lesson 5: Planning, Project Work & Delivery: Predictive Methodologies (cont'd)** *Developing a Project Management Plan • Developing a Project Schedule • Directing and Managing Project Work • Monitoring and Controlling Project Work • Closing the Project or Phase*
1100 - 1230	**Lesson 6: Project Work & Delivery** *Planning and Managing Procurement • Engaging Stakeholders • Managing Project Communications*
1230- 1245	*Break*
1245 - 1420	**Lesson 6: Project Work & Delivery (cont'd)** *Managing Risk • Quality Management • Project Controls and Forecasting • Project Integration*
1420 – 1430	**Recap**
1430	*Lunch & End of Day Three*

Day 4

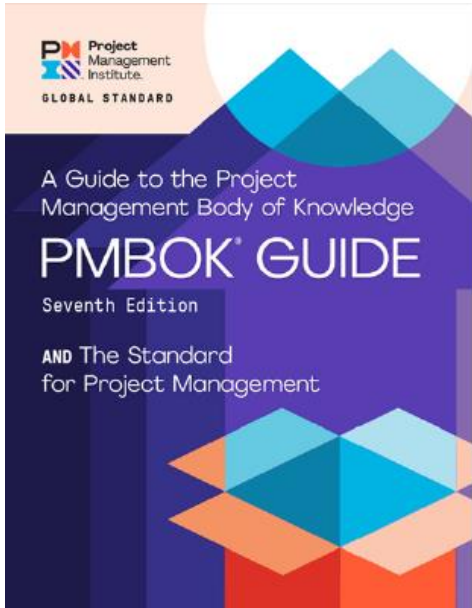| 0730 – 0845	**Lesson 7: Planning, Project Work & Delivery: Adaptive Methodologies** *When to Use the Adaptive Approach • Team Structure in Adaptive Projects • Requirements for the Adaptive Project Environment*
0845 - 0930	**Lesson 7: Planning, Project Work & Delivery: Adaptive Methodologies (cont'd)** *The Structure and Culture of Adaptive Teams • Typical Steps of Adaptive Projects • Agile Life Cycles*
0930 – 0945	*Break*
0945 – 1230	**Lesson 8: Overview of Adaptive Frameworks** *The Agile Manifesto • Lean • Scrum • Kanban • Extreme Programming (XP) • Feature-driven Development, Dynamic Systems Development Method, and Crystal Methods • Frameworks for Scaling Adaptive Frameworks*
1230 – 1245	*Break*
1245 – 1420	**Lesson 9: Measurement, Tracking, & Managing Uncertainty** *Detect and Resolve Problems • Measuring Performance • The Uncertainty Performance Domain*
1420 – 1430	**Recap**
1430	*Lunch & End of Day Four*

Day 5

0730 – 0930	**Lesson 10: Business Analysis Frameworks** *The Importance of Business Analysis • Business Analyst Role • Requirements as the Focus of Business Analysis • Stakeholders and the Business Analyst*
0930 – 0945	*Break*
0945 - 1045	**Lesson 10: Business Analysis Frameworks (cont'd)** *Influence of Project Approaches on Business Analysis • Stakeholders and the Business Analyst • Influence of Project Approaches on Business Analysis*
1045 – 1230	**Lesson 11: Business Analysis Domains** *Business Analysis Planning • Needs Analysis • Requirements Elicitation and Analysis • Traceability and Monitoring • Solution Evaluation*
1230 - 1245	*Break*
1245 – 1345	**Lesson 12: Capstone Activity: Putting It All Together** *Group Work*
1345 – 1400	**Course Conclusion**
1400 – 1415	**POST-TEST**
1415 – 1430	*Presentation of Course Certificates*
1430	*Lunch & End of Course*

MOCK Exam

Upon the completion of the course, participants have to sit for a MOCK Examination similar to the exam of the Certification Body through Haward's Portal. Each participant will be given a username and password to log in Haward's Portal for the MOCK Exam during the 30 days following the course completion. Each participant has only one trial for the MOCK exam within this 30-day examination window. Hence, you have to prepare yourself very well before starting your MOCK exam as this exam is a simulation to the one of the Certification Body.

Book(s)

As part of the course kit, the following e-book will be given to all participants:

Title: A Guide to the Project Management Body of Knowledge (PMBOK Guide)
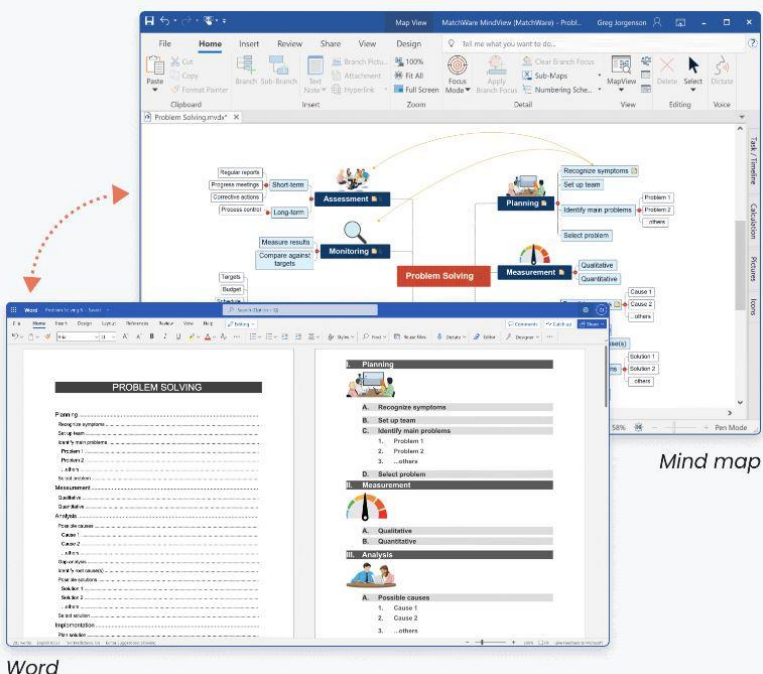**ISBN**: 978-1628256642
Author: Project Management Institute
Publisher: Project Management Institute

Simulator (Hands-on Practical Sessions)

Practical sessions will be organized during the course for delegates to practice the theory learnt. Delegates will be provided with an opportunity to carryout various exercises using the "Mindview Software" and "Raidlog Simulator".
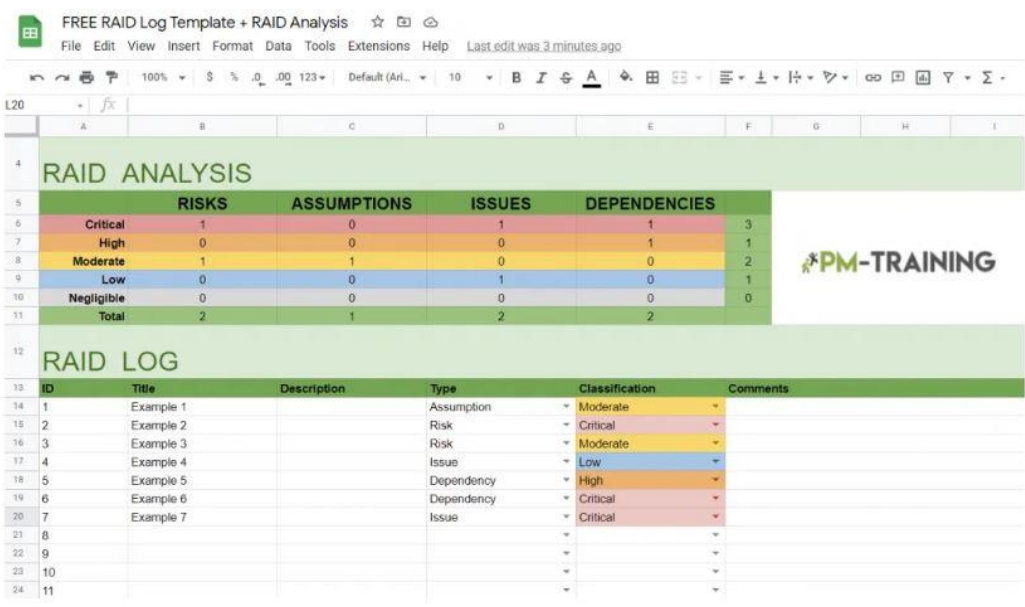

Mind map

Word

Mindview Software

Raidlog Simulator

Course Coordinator

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