PARCOURS COMPÉTENCES+

CAPM® MASTERCLASS: BECOME A CERTIFIED PROJECT MANAGER

Cours pratique de 9 jours

NEW

Prix : 7130 CHF E.T.

DESCRIPTION

This course enables you to master the fundamentals of project management according to PMI® standards, and to plan, monitor, and close projects using predictive, agile, or hybrid approaches. You will develop your interpersonal skills (leadership, communication, stakeholder management) and learn to use project management and reporting tools. Finally, you'll effectively prepare for the CAPM® certification using official study materials, a simulator, and collaborative activities.

INTENDED AUDIENCE

Employees or future project managers who wish to strengthen their project management skills. Candidates for CAPM® certification.

TEACHING OBJECTIVES

At the end of the training, the participant will be able to:

- Master the fundamentals of project management according to PMI® standards
- Know how to plan, monitor, and close out a project in a predictive, agile, or hybrid environment
- Develop your key skills: leadership, communication, and stakeholder management
- Use management, planning, and reporting tools
- Effectively prepare for the CAPM® certification in line with the four domains of the 2023 syllabus

PREREQUISITES

Minimum high school diploma and experience working in a project-based environment.line breakCheck your eligibility for the training program by taking the online test: https://www.orsys.fr/qcm/?stagecd=APM&languecd=fr

PARTICIPANTS

Employees or future project managers who wish to strengthen their project management skills. Candidates for CAPM® certification.

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TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more.
Participants also complete a placement test before and after the course to measure the skills they've developed.

TEACHING AIDS AND TECHNICAL RESOURCES

• The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
• At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
• A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse,

PRACTICAL DETAILS

Practical and digital activities
Digital activities between sessions on a collaborative platform. Interactive presentations, practical case studies, collaborative workshops, educational games, and digital tools for active learning.

Mentoring
A lead instructor guides participants through the program: he or she grades case studies and exercises on the collaborative portal as part of the intersession activities to ensure personalized and ongoing support.

Teaching methods
In-person or online, depending on the module, with active learning and a common thread running through the program. A smooth pace: over 4 months, one module per month for a well-balanced schedule that combines efficiency and flexibility. Digital activities between sessions: e-learning, videos, and supplementary learning materials.

FINANCING SOLUTIONS

Plusieurs solutions existent pour financer votre formation et dépendent de votre situation professionnelle.

Découvrez-les sur notre page :
Comment financer sa formation ou contactez votre conseiller formation

TIMES

THE TRAINING SESSIONS TAKE PLACE FROM 9.00 AM TO 5.30 PM, WITH A LUNCH BREAK OF BETWEEN 1 HOUR AND 1 HOUR 30 MINUTES.

For four- and five-day hands-on courses, sessions end at 16:00 on the last day of the course, regardless of the teaching mode..

Disability Manager, at psh-accueil@orsys.fr to review your request and its feasibility.

POURQUOI CHOISIR LE PARCOURS CAPM® Masterclass: Become a Certified Project Manager

Go from intuitive management to professional control of your projects.

- Master proven methods for structuring and managing projects.
- Gain a clear understanding of traditional and agile methods.
- Improve relationships with all stakeholders.

Effectively prepare for the PMI's CAPM® certification.
A practical roadmap to boost your efficiency on your next projects.

VOTRE CERTIFICATION

01 PREPARING FOR AND TAKING THE CAPM® CERTIFICATION EXAM THE COUR CONTENT IS ALIGNED WITH THE PROJECT MANAGEMENT INSTITUTE (PMI) STAN SPECIFICALLY THE PMBOK® GUIDE, 7TH EDITION.

02 EXAM REGISTRATION TO TAKE THE CERTIFICATION EXAM, YOU MUST: 1. REC ON THE PMI WEBSITE; 2. SUBMIT YOUR APPLICATION; 3. VERIFY THE PREREC REQUIRED TO TAKE THE EXAM.

03 PMI MEMBERSHIP INCLUDED THE TRAINING PROGRAM INCLUDES PMI MEMBERSHIP. THIS MEMBERSHIP ALLOWS YOU TO BENEFIT FROM: - THE RESOURCES NEEDED TO PREPARE FOR THE EXAM; - DISCOUNTED RATES ON CERTAIN BOOKS, EXAMS, AND SEMINARS; - ACCESS TO SEVERAL PMI MAGAZ ACCESS TO PMI COMMUNITIES OF PRACTICE AND MEETINGS; - THE OPPORT TO EARN PDUS.

04 EXAM FORMAT THE CERTIFICATION EXAM IS ADMINISTERED REMOTELY AN SELF-PACED BASIS. SINCE ELIGIBILITY REQUIREMENTS AND PREREQUISITES SUBJECT TO CHANGE, WE ENCOURAGE YOU TO REVIEW THE OFFICIAL PMI DOCUMENTATION BEFORE SUBMITTING YOUR APPLICATION.

MON PARCOURS

DISPOSITIF PÉDAGOGIQUE HYBRIDE : 4 modules, 3 inter-sessions répartis sur 4 à 5 mois

- **Module** : Sessions en présentiel et distanciel
- **Inter-session** : Travaux en autonomie + accompagnement + plateforme dédiée
- Un formateur référent + un ingénieur pédagogique ORSYS dédié à toute la coordination
- Un suivi individualisé, du démarrage au passage de la certification

MODULE 01
CAPM® Essentials: Master the Basics

2 JOURS
- Overview of the course and learning resources.
- The course content for all modules.
- The Certified Associate in Project Management (CAPM)® certification.
- The exam content.
- The Project Management Institute (PMI).
- The basics of project management: understanding the business.
- Manage project performance and prepare the team for success.
- Development Approach and Life Cycle.

Storyboarding workshops :
Let's get to know each other. Breaking down the program into projects. Distinguishing between projects and operations.

INTER-SESSION

- Sharing Forum: Development of a learning community that promotes the exchange of best practices and the collaborative development of solutions to issues related to competitive bidding.
- Module 1 Quiz: Basic Principles of Project Management, Organizing Project Performance, Development Approach, and Project Life Cycle.

MODULE 02
The Art of Launching a Project

2 JOURS
- Business Analysis Framework: Aligning Solutions with Organizational Objectives—The Art of Laying the Foundation.
- The Role and Responsibilities of a Business Analyst.
- Requirements at the heart of business analysis.
- Stakeholders and the Impact of Analytical Approaches.
- From the business case to the project charter and the management plan.

Group discussion :
How does a business analyst contribute to a project's success? Exercise: Creating a traceability matrix.

MODULE 03
Planning Strategies: From Traditional to Agile

3 JOURS
- Mastering project lifecycles: predictive, adaptive, and hybrid.
- Organize and plan thoroughly.
- Optimize resources and costs.
- Adopt the agile approach and its frameworks.
- Combining methods and tools for hybrid planning.

Case study :
Presentation and analysis of a risk register. Exercises: the decision tree and the expected monetary value of a risk. Using project management software to plan timelines.

INTER-SESSION

- Sharing Forum: Development of a learning community that fosters the exchange of best practices and the collaborative development of solutions based on real-world use cases encountered in professional settings.
- Module 3 Quiz: Predictive and plan-based project methodology, adaptive approaches: change-based planning.
- Mock Exam

MODULE 04
The Art of Completing a Project

2 JOURS
- Implement the plan.
- Engage stakeholders.
- Track and monitor performance.
- Identify and correct discrepancies.
- Validate the requirements.
- Plan and adjust.
- Wrap up and ensure a smooth transition.

Hands-on work :
Presentation and analysis of the stakeholder management plan; analysis of earned value. Creation of a quality tracking chart

INTER-SESSION

- An overview of the CAPM® certification registration and exam process, from application to the official exam.
- Overview of the four areas of expertise assessed: project management fundamentals, business analysis, agile methods, and predictive methods.
- Creating and setting up a candidate account on the official PMI® platform.
- Preparation and submission of the application package, verification of prerequisites, and confirmation of eligibility by the PMI®.

CALENDRIER PROMO 2026

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