

CERTIFIED ASSOCIATE IN PROJECT MANAGEMENT - EXAM PREPARATION

7-8 & 14-16 September 2019 • Phileo Damansara 1, Petaling Jaya

INTRODUCTION

The Certified Associate in Project Management (CAPM®) offers recognition for practitioners looking forward to start a career in project management. Offered by the Project Management Institute (PMI), this certification remarks that the individual has thorough knowledge of the methods and principles defined by the PMBOK® Guide and all the standard project management practices recognized internationally.

This certification is specifically designed for candidates with little project experience and helps to develop the basic understanding of the same. Whether they are already serving in project teams as subject matter expert or are looking forward to start their career, CAPM certification can be a huge addition to your CV and skills.

COURSE OBJECTIVE

- Prepare to pass the PMI CAPM® exam while completing the required 23 contact hours/PDUs.
- Navigate PMBOK® Guide process groups and knowledge areas.
- Analyze the tools and techniques of the PMBOK® Guide processes.
- Align your knowledge with PMBOK® Guide.
- Create a self-study plan to focus your efforts on your exam date.
- Exam preparation and answering techniques.
- In depth question analysis for every knowledge area and process.

COURSE OUTLINE

- Module 1: Understanding Project Management Fundamentals
- Module 2: Identifying Project Management Processes
- Module 3: Initiating a Project
- Module 4: Managing Project Scope
- Module 5: Estimating Project Time
- Module 6: Developing a Project Schedule
- Module 7: Analyzing Project Cost
- Module 8: Measuring Project Quality
- Module 9: Organizing Human Resources for a Project
- Module 10: Devising Effective Communication Methods
- Module 11: Analyzing Project Risks
- Module 12: Processing Project Procurements
- Module 13: Integrating Project Workflow

WHO SHOULD ATTEND

Associate Project Managers,
Project Managers, IT Project Managers,
Project Coordinators, Project Analysts,
Project Leaders, Senior Project Managers,
Team Leaders and Product Managers

COURSE FEE

Normal Fee: RM2,500 per pax

Early Bird: RM2,000 per pax
(Sign up by **7 August 2019**)

Note:

1. Fee is **NOT inclusive** of CAPM exam (USD300 / RM1350)
2. Fee is **inclusive** of training materials and F&B



Register Now &
Enjoy 1 Day
COMPLIMENTARY
Revision Class!

PM
Learning

PM LEARNING SDN BHD (1258826-W)

Head Office: Unit 3A07, Block D,
Phileo Damansara 1, Jalan 16/11,
Pusat Perdagangan Phileo Damansara,
46350 Petaling Jaya, Selangor

Penang Office: No.2, Level 3,
Lorong Jawi Ria 1, Taman Jawi Raya,
14200 Sungai Jawi, Penang

For inquiry or In-house training, please contact:
Kavitha @ 018-374 4580 / kavitha@pmllearning.biz

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TRAINER PROFILE

MANI SELVAN NADARAJAH

PMP, Bsc (Hons), MBA (Cardiff Metropolitan University)

Mani Selvan Nadarajah has a total of 18 years of project management working experience, spanning within Project Management, Information Systems Application Management, Quality Management, Human Resources Management, and Manufacturing/Process Engineering. Mani Selvan started his career as a Robotic Consultant with exposure to TQM and ISO 9002 methodologies.

Mani Selvan then joined Telekom Smart School Malaysia as a Content Manager working on various educational, knowledge management portals and information system for various Ministries and private bodies. He was also one of the committee members (EPG) to establish CMMI level 3, and active committee member in implementing Balanced Scorecard (BSC) for Telekom Smart School in order to raise professionalism standards in Telekom Smart School.

After spending nearly 6 years in Telekom Smart School, Mani Selvan joined The Media Shoppe Berhad (TMS) as Senior Project Manager. In TMS he was responsible in managing various IT projects from government to corporate companies. Mani Selvan is a Certified Project Management Professional (PMP) - from Project Management Institute, Mani Selvan is currently managing his own company, Learning Steps, focusing on various project consultancy and training and also serving as Project Director in Sulabs Sdn Bhd.

Mani Selvan has delivered many training and workshops on Project Management and Business Strategy related industries, such as IT Project Management, Project Management Professional (PMP), Project Fundamentals, Risk Management, O&G Project Management, Business Case and Plan Writing and Business Reengineering. He also has conducted training in most of the ASEAN countries, India, Bangladesh, Pakistan, Sri Lanka, Sudan, Egypt, Bahrain, Sudan, UAE (Dubai and Abu Dhabi).

CLIENTELE

- UEM Builders
- Motorola
- OPUS
- DELL
- UMP
- IBM
- Intel
- BSN
- CIMB Bank
- Hong Leong Bank
- AmBank
- RHB Bank
- Affin Bank
- Alliance Bank
- Ministry of Education
- Ministry of Health
- Home Ministry
- Petronas Sdn Bhd
- Shell Sdn Bhd
- Western Digital
- Telekom Smart School
- Prime Minister Department
- Employee Provident Fund

ACADEMIC

- Honors Higher Diploma in Robotic Engineering, FRIS - 1995
- Bachelor of Science (Hons), Chemistry with Management, University Science Malaysia, Penang - 1999
- MBA – Cardiff Metropolitan University - 2014

PROFESSIONAL

- PMP (Project Management Professional) - from Project Management Institute, USA - from 2009 until present
- PRINCE 2 - 2012 till present

SUMMARY OF TRAINING EXPERIENCE

- Since 2007
- 120 PMP Trainings, 400 Project Management Trainings
- 1200 PMP Trainees
- Average Passing Rate - 90%

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REGISTRATION FORM

PARTICIPANT(S) DETAILS

Complimentary 1 Day
Revision Class

Full Name : _____

Designation : _____

Contact No. : _____

Email : _____

Full Name : _____

Designation : _____

Contact No. : _____

Email : _____

Full Name : _____

Designation : _____

Contact No. : _____

Email : _____

BILLING DETAILS

Company : _____

Address : _____

Contact Person : _____

Designation : _____

Contact No. : _____

Email : _____

Company Stamp :

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PAYMENT DETAILS

Account Name: PM LEARNING SDN BHD

Bank Name: CIMB BANK BERHAD

Account No: 800 919 3381

TERMS AND CONDITIONS

- Upon receipt of a completed registration form, it confirms that the organization is registering for the seat(s) of the participant(s) to attend the conference or training workshop.
- Payment has to be received 7 working days prior to the event date to confirm registration.
- Payment is non-refundable if cancellation occurs 7 working days prior to event commencement. However a substitute is welcome at no additional charge.

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