BLACKBIRD FOR TRAINING

# Certificate in Planning & Executing Strategy

3 – 7 October 2027
Cairo (Egypt)



# Certificate in Planning & Executing Strategy

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## Introduction

The Certificate in Planning & Executing Strategy focuses on turning plans and objectives into practical results that can be tracked, reviewed, and measured. Success does not depend only on having a strong plan; it depends on execution speed, clear ownership, activity monitoring, and the accuracy of reports submitted to management and decision-makers.

In environments that require strong control over procedures, files, approvals, and follow-up actions, strategy becomes closely linked to execution discipline. This course helps participants build a practical approach to executing tasks and internal projects, tracking progress, identifying delays early, and improving report accuracy before release.

This four-day program is structured in a connected sequence. It begins with execution planning and prioritization, then moves into task and project acceleration, activity monitoring, reporting accuracy, and finally an integrated model that links planning, execution, follow-up, and continuous improvement.

## Course Objectives

By the end of this course, participants will be able to:

- Understand the relationship between strategic planning and practical execution.
- Convert objectives into trackable tasks, activities, and internal projects.
- Prioritize work based on impact, risk, urgency, and deadlines.
- Improve task execution speed without weakening control quality.
- Identify causes of delays and repeated execution gaps.
- Build clear follow-up mechanisms for ongoing activities and internal projects.
- Monitor progress through clear stages, indicators, and ownership.
- Improve report accuracy before submission to management or stakeholders.
- Review data, updates, comments, and supporting information more systematically.
- Reduce errors caused by weak coordination or unclear responsibilities.
- Manage escalation when delays or quality issues arise.
- Build a follow-up model that improves execution speed and reporting quality.



## Course Outlines

### Day 1: From Strategic Plan to Practical Execution.

- Understanding planning and strategy execution in control-driven work environments.
- Differentiating between a written plan and an executable plan.
- Converting broad objectives into clear activities and outputs.
- Prioritizing tasks according to importance, risk, and operational impact.
- Assigning responsibilities in a way that reduces overlap and improves accountability.
- Identifying bottlenecks that slow down task and project execution.

### Day 2: Accelerating Task and Project Execution.

- Methods for improving execution speed without compromising controls.
- Managing urgent, important, and recurring work in a structured way.
- Following up on approvals and dependencies that affect progress.
- Resolving bottlenecks caused by weak coordination between stakeholders.
- Using short review cycles to maintain progress.
- Handling delayed tasks and setting fast corrective actions.
- Improving internal communication to reduce rework and misunderstanding.

### Day 3: Monitoring Activities and Ensuring Report Accuracy.

- Designing a clear follow-up mechanism for daily activities and internal projects.
- Monitoring progress through stages, deadlines, pending actions, and risks.
- Identifying early signs of delay, weak quality, or incomplete execution.
- Building an action log showing status, owner, due date, and next step.
- Reviewing reports before release for accuracy, completeness, and consistency.
- Checking figures, dates, classifications, comments, and supporting documents.
- Reducing errors caused by manual updates or time pressure.

### Day 4: Integrated Model for Planning, Execution, and Follow-Up.

- Linking planning, execution, monitoring, and reporting in one workflow.
- Building a weekly rhythm for tracking tasks, projects, and reports.
- Preparing simple indicators to measure execution speed and output quality.
- Managing escalation based on clear facts and defined impact.
- Using lessons learned from delays and reporting errors to improve procedures.
- Preparing concise, accurate, and decision-focused executive updates.
- Building an improvement plan for repeated delays or reporting issues.



## Why Attend This Course: Wins & Losses!

- Improve the ability to turn plans into clear actions.
- Increase the speed of executing tasks and internal projects.
- Strengthen clarity of ownership and expected outputs.
- Reduce delays caused by weak follow-up or unclear priorities.
- Improve monitoring of ongoing activities and pending actions.
- Increase the accuracy of reports before release.
- Build greater confidence in information submitted to management.
- Detect bottlenecks early before they become larger issues.
- Improve coordination between stakeholders involved in execution.
- Support decision-making through clearer and more reliable reports.
- Reduce rework caused by errors or missing information.
- Build a more disciplined execution culture within the work environment.

## Conclusion

The Certificate in Planning & Executing Strategy provides a practical framework for connecting planning with real execution, with a clear focus on speed of delivery, activity monitoring, and report accuracy.

The course does not stop at explaining planning concepts. It focuses on what happens after a plan is approved: how objectives are translated into tasks, how activities are monitored, how delays are managed, and how reports are reviewed before release.

Across four days, participants move from building an executable plan to accelerating task completion, monitoring activities, strengthening reporting accuracy, and developing an integrated model for execution, follow-up, and improvement.

**By the end of the course, participants will be better able to execute tasks and internal projects faster and more accurately, monitor activities with clearer visibility, and release reliable reports that support better decisions and stronger organizational performance.**

