

## Planning, Prioritization & History Records

*Dubai (UAE)*

*2 - 6 November 2025*

UK Training

# PARTNER



## Planning, Prioritization & History Records

Code: LM28 From: 2 - 6 November 2025 City: Dubai (UAE) Fees: 3900 Pound

### Introduction

Effective planning and prioritization are fundamental to achieving organizational efficiency and success. This training course is designed to help participants develop the skills needed to prioritize tasks effectively, utilize prioritization techniques, and integrate recorded history into strategic planning.

Participants will learn what it means to prioritize, explore different prioritization methods, and gain insights into project prioritization frameworks. The course will also emphasize how leveraging historical records and analyzing past decisions can improve future outcomes. Through hands-on applications and real-world case studies, attendees will develop structured approaches to planning prioritization and continuous organizational improvement.

### Course Objectives

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

- Prioritize tasks efficiently based on urgency and impact.
- Understand the prioritize definition and its role in productivity.
- Apply various prioritization methods to optimize workflow and decision-making.
- Develop both short-term and long-term planning prioritization strategies.
- Utilize recorded history and historical data for better planning and decision-making.
- Implement project prioritization techniques to align business goals with execution.
- Understand what is prioritizing in the context of resource allocation and time management.
- Establish tracking systems to analyze historical records and drive continuous improvement.

### Course Outlines

#### Day 1: Introduction to Planning and Prioritization

- Prioritize meaning and why prioritization is crucial for success.
- The definition of prioritization and its impact on business performance.

A graphic of a chessboard with several pawns and a king piece. The text 'UK Training PARTNER' is overlaid on the image.

UK Training  
**PARTNER**

- Types of planning: strategic, tactical, and operational.
- Key principles of planning prioritization and task efficiency.
- Introduction to prioritization techniques, including the Eisenhower Matrix and ABC analysis.

## Day 2: Strategic Planning Techniques

- Steps in developing an effective strategic plan.
- Setting SMART goals Specific, Measurable, Achievable, Relevant, Time-bound.
- Understanding project prioritization and aligning business initiatives.
- Identifying and tracking key performance indicators KPIs.
- Adjusting strategic plans in response to market and organizational changes.

## Day 3: Prioritization Frameworks and Tools

- Overview of prioritization methods, including the Moscow Method and Pareto Principle.
- Applying the Eisenhower Matrix for structured decision-making.
- Using scoring models for effective task prioritization.
- Managing conflicting priorities and resource constraints in projects.
- Balancing long-term objectives with immediate operational needs.

## Day 4: Importance of Historical Records and Data

- The role of recorded history in organizational decision-making.
- Best practices for maintaining accurate and accessible historical records.
- Learning from past successes and failures through planning prioritization.
- Incorporating historical records into forecasting and strategic planning.
- Case studies on the effective use of historical data for business growth.

## Day 5: Implementing Planning and Prioritization in Practice

- Developing actionable work plans using prioritization techniques.

A graphic of a chessboard with several chess pieces. A large gold king piece is in the foreground, with a silver pawn and a silver knight behind it. In the background, there are concentric circles and the text 'UK Training PARTNER' in a bold, black, sans-serif font.

UK Training  
**PARTNER**

- Tracking progress and adjusting plans based on prioritization methods.
- Establishing systematic approaches for managing recorded history.
- Practical application: solving a business challenge using planning prioritization.
- Group presentations, feedback, and final discussions.

## Why Attend this Course: Wins & Losses!

- Gain a thorough understanding of prioritize definition and how to apply it in business contexts.
- Master prioritization techniques to improve time and task management.
- Learn how recorded history enhances planning and forecasting accuracy.
- Improve efficiency with structured planning prioritization methodologies.
- Develop a strong foundation in project prioritization for better business execution.
- Learn how to balance competing priorities and optimize workflow for maximum productivity.

## Conclusion

Mastering planning prioritization is key to effective business strategy and personal productivity. This course provides participants with a structured approach to prioritizing tasks, applying advanced prioritization techniques, and integrating recorded history into decision-making. Whether you are working on project prioritization or managing daily operational tasks, these essential skills will enhance efficiency and long-term success.

Take the first step in optimizing your work processes by joining this comprehensive training program!



## Blackbird Training Cities

### Europe



Malaga (Spain)



Sarajevo (Bosnia and Herzegovina)



Oporto (Portugal)



Glasgow (Scotland)



Edinburgh (UK)



Oslo (Norway)



Annecy (France)



Bordeaux (France)



Copenhagen (Denmark)



Birmingham (UK)



Lyon (France)



Moscow (Russia)



Stockholm (Sweden)



Podgorica (Montenegro)



Batumi (Georgia)



Salzburg (Austria)



London (UK)



Istanbul (Turkey)



Amsterdam



Düsseldorf (Germany)



Paris (France)



Athens (Greece)



Barcelona (Spain)



Munich (Germany)



Geneva (Switzerland)



Prague (Czech)



Vienna (Austria)



Rome (Italy)



Brussels (Belgium)



Madrid (Spain)



Berlin (Germany)



Lisbon (Portugal)



Zurich (Switzerland)



Manchester (UK)



Milan (Italy)



## Blackbird Training Cities

### USA & Canada



Los Angeles (USA)



Orlando, Florida (USA)



Online



Phoenix, Arizona (USA)



Houston, Texas (USA)



Boston, MA (USA)



Washington (USA)



Miami, Florida (USA)



New York City (USA)



Seattle, Washington (USA)



Washington DC (USA)



In House



Jersey, New Jersey (USA)



Toronto (Canada)

### ASIA



Baku (Azerbaijan)  
(Thailand)



Maldives (Maldives)



Doha (Qatar)



Manila (Philippines)



Bali (Indonesia)



Bangkok



Beijing (China)



Singapore (Singapore)



Sydney



Tokyo (Japan)



Jeddah (KSA)



Riyadh (KSA)



Melbourne (Australia)  
Korea



Phuket (Thailand)



Dubai (UAE)



Kuala Lumpur (Malaysia)



Kuwait City (Kuwait)



Seoul (South)



Pulau Ujong (Singapore)



Irbid (Jordan)



Jakarta (Indonesia)



Amman (Jordan)



Beirut

UK Training  
**PARTNER**



## Blackbird Training Cities

### AFRICA



Kigali (Rwanda)



Cape Town ( South Africa)



Accra (Ghana)



Lagos (Nigeria)



Marrakesh (Morocco)



Nairobi (Kenya)



Zanzibar (Tanzania)



Tangier (Morocco)



Cairo (Egypt)



Sharm El-Sheikh (Egypt)



Casablanca (Morocco)



Tunis (Tunisia)



## Blackbird Training Clients

 <p><b>MANNAI CORPORATION</b> MANNAI Trading Company WLL, Qatar</p>	 <p><b>GAC</b> UNE FILIALE D' EGA Alumina Corporation Guinea</p>	 <p><b>Booking.com</b> Booking.com Netherlands</p>	 <p><b>OXFAM</b> Oxfam GB International Organization, Yemen</p>	 <p><b>Capital Markets Authority</b> Kuwait</p>
 <p><b>WS</b> Waltersmith Petroman Oil Limited Nigeria</p>	 <p><b>QNB</b> Qatar National Bank (QNB), Qatar</p>	 <p><b>Qatar Foundation</b> Qatar</p>	 <p><b>AFRICAN UNION ADVISORY BOARD ON CORRUPTION</b> Tanzania</p>	 <p><b>KFAS</b> Kuwat Foundation for the Advancement of Sciences KFAS Kuwait</p>
 <p><b>Reserve Bank of Malawi</b> Malawi</p>	 <p><b>Central Bank of Nigeria</b> Nigeria</p>	 <p><b>Ministry of Interior Kingdom of Saudi Arabia</b> Ministry of Interior, KSA</p>	 <p><b>Mabruk Oil Company</b> Libya</p>	 <p><b>Saudi Electricity Company</b> KSA</p>
 <p><b>BPKH</b> Badan Pengelola Keuangan Haji BADAN PENGELOLA KEUANGAN Haji, Indonesia</p>	 <p><b>NATO Italy</b></p>	 <p><b>ENI</b> ENI CORPORATE UNIVERSITY, Italy</p>	 <p><b>GULF BANK</b> Gulf Bank Kuwait</p>	 <p><b>General Organization for Social Insurance</b> KSA</p>
 <p><b>Defence Space Administration</b> Nigeria</p>	 <p><b>National Industries Group (Holding),</b> Kuwait</p>	 <p><b>Hamad Medical Corporation</b> Qatar</p>	 <p><b>USAID</b> Pakistan</p>	 <p><b>STC</b> STC Solutions, KSA</p>
 <p><b>North Oil Company</b> North Oil company,</p>	 <p><b>EKO Electricity</b></p>	 <p><b>OMAN BROADBAND</b> Oman Broadband</p>	 <p><b>UNITED NATIONS</b> UN.</p>	 <p><b>Authority for Electricity Regulation, Oman</b> Authority for</p>

UK Training  
**PARTNER**



## Blackbird Training Categories

### Management & Admin

Entertainment & Leisure  
Professional Skills  
Finance, Accounting, Budgeting  
Media & Public Relations  
Project Management  
Human Resources  
Audit & Quality Assurance  
Marketing, Sales, Customer Service  
Secretary & Admin  
Supply Chain & Logistics  
Management & Leadership  
Agile and Elevation

### Technical Courses

Artificial Intelligence (AI)  
Hospital Management  
Public Sector  
Special Workshops  
Oil & Gas Engineering  
Telecom Engineering  
IT & IT Engineering  
Health & Safety  
Law and Contract Management  
Customs & Safety  
Aviation  
C-Suite Training



 International House 185 Tower Bridge  
Road London SE1 2UF United Kingdom

 +44 7401 1773 35  
+44 7480 775526

 Sales@blackbird-training.com

 www.blackbird-training.com

UK Training  
**PARTNER**

