

Planning, Prioritization & History Records

Accra (Ghana)

6 - 10 April 2026

UK Traininig

PARTNER



Planning, Prioritization & History Records

Code: LM28 From: 6 - 10 April 2026 City: Accra (Ghana) Fees: 3300 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 chess pieces (a king, a queen, a rook, and a knight) positioned on it. 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 gold pawn behind it. In the background, there are concentric circles and the text '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>MANNAI CORPORATION MANNAI Trading Company WLL, Qatar</p>	 <p>GAC UNE FILIALE D' EGA Alumina Corporation Guinea</p>	 <p>Booking.com Booking.com Netherlands</p>	 <p>OXFAM Oxfam GB International Organization, Yemen</p>	 <p>Capital Markets Authority Kuwait</p>
 <p>WS Waltersmith Petroman Oil Limited Nigeria</p>	 <p>QNB Qatar National Bank (QNB), Qatar</p>	 <p>Qatar Foundation Qatar</p>	 <p>AFRICAN UNION ADVISORY BOARD ON CORRUPTION Tanzania</p>	 <p>KFAS Kuwait Foundation for the Advancement of Sciences KFAS Kuwait</p>
 <p>Reserve Bank of Malawi Malawi</p>	 <p>Central Bank of Nigeria Nigeria</p>	 <p>Ministry of Interior Kingdom of Saudi Arabia Ministry of Interior, KSA</p>	 <p>Mabruk Oil Company Libya</p>	 <p>Saudi Electricity Company KSA</p>
 <p>BPKH Badan Pengelola Keuangan Haji BADAN PENGELOLA KEUANGAN Haji, Indonesia</p>	 <p>NATO Italy</p>	 <p>eni ENI CORPORATE UNIVERSITY, Italy</p>	 <p>GULF BANK Gulf Bank Kuwait</p>	 <p>General Organization for Social Insurance KSA</p>
 <p>Defence Space Administration Nigeria</p>	 <p>الصناعات الوطنية (القابضة) National Industries Group (Holding), Kuwait</p>	 <p>Hamad Medical Corporation Qatar</p>	 <p>USAID Pakistan</p>	 <p>STC STC Solutions, KSA</p>
 <p>North Oil Company North Oil company,</p>	 <p>EKO EKO Electricity</p>	 <p>OMAN BROADBAND Oman Broadband</p>	 <p>UNITED NATIONS UN.</p>	 <p>هيئة تنظيم الكهرباء - عمان 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

