



*Training Course:
Mastery of Data Analysis, Prioritization, and
Business Organization*

19 - 30 October 2025

Dubai (UAE)

Residence Inn by Marriott Sheikh Zayed Road, Dubai

Training Course: Mastery of Data Analysis, Prioritization, and Business Organization

Training Course code: SC236165 From: 19 - 30 October 2025 Venue: Dubai (UAE) - Residence Inn by Marriott Sheikh Zayed Road, Dubai Training Course Fees: 7700 € Euro

Introduction

In today's competitive and data-driven business world, mastering data analysis, prioritization, and organizational strategies is critical for efficiency and strategic decision-making. This 12-day program by Global Horizon Training Center is designed to equip professionals with the practical skills and tools to analyze data effectively, prioritize tasks and projects based on impact, and implement structured business organization systems that enhance productivity and performance. Participants will gain hands-on experience with tools, models, and real-life scenarios to transform data into actionable insights and streamline business operations for success.

Objectives

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

- Understand the foundations and techniques of data analysis.
- Utilize key tools such as Excel, Power BI, and data visualization for decision-making.
- Apply prioritization frameworks like Eisenhower Matrix and Pareto Principle.
- Design and implement effective business organizational systems.
- Optimize workflows and eliminate inefficiencies through strategic structuring.
- Align daily operations with organizational goals and KPIs.

Target Audience

- Business analysts and data specialists
- Project and operations managers
- Administrative and executive assistants
- Team leaders and department heads
- Decision-makers aiming to enhance efficiency and data-driven results

Organizational Impact

Organizations that enroll participants in this training will benefit from:

- More efficient resource utilization and time management
- Stronger alignment between data insights and strategic planning
- Improved project outcomes through better prioritization
- Enhanced team productivity through structured business organization
- Greater employee confidence in handling data and operations

Training Outline

Day 1: Introduction to Data-Driven Decision Making

- Role of data in business success
- Types and sources of business data
- Introduction to structured vs. unstructured data
- Linking data to KPIs and business outcomes

Day 2: Foundations of Data Analysis

- Descriptive, diagnostic, and predictive analytics
- Data cleaning and preparation techniques
- Basic statistical concepts for business users
- Hands-on: Excel functions for data manipulation

Day 3: Data Visualization and Communication

- Choosing the right visualization for the message
- Creating dashboards and graphs in Excel
- Storytelling with data

- Hands-on: Building a performance dashboard

Day 4: Advanced Excel for Business Analysis

- PivotTables, advanced formulas, and conditional formatting
- Data validation and lookup functions VLOOKUP, INDEX/MATCH
- Scenario and sensitivity analysis
- Practice case: Monthly performance review

Day 5: Introduction to Power BI

- Overview of Power BI capabilities
- Connecting and transforming data
- Creating dynamic reports and dashboards
- Hands-on: Power BI workspace exploration

Day 6: Prioritization Principles and Models

- The Eisenhower Matrix and urgent-important quadrant
- ABC and Pareto 80/20 prioritization
- RICE and MoSCoW models for projects
- Workshop: Building a personal priority matrix

Day 7: Time and Task Management Tools

- Planning systems: GTD Getting Things Done, Kanban
- Using digital tools Trello, Asana, Notion
- Time blocking, batching, and calendar mastery
- Building a daily and weekly planning template

Day 8: Business Process Organization and Optimization

- Mapping business processes
- Identifying inefficiencies and bottlenecks

- Lean and Six Sigma thinking in business organization
- Process re-design workshop

Day 9: Organizational Models and Systems

- Flat vs. hierarchical organizational structures
- Functional vs. matrix management
- Creating SOPs Standard Operating Procedures
- Building team operating rhythms and business cadences

Day 10: Aligning Projects with Strategic Goals

- Linking analysis and prioritization to company strategy
- OKRs Objectives and Key Results and SMART goals
- Resource allocation frameworks
- Hands-on: Building a departmental strategic alignment plan

Day 11: Decision-Making Frameworks and Risk Analysis

- Decision trees, SWOT and cost-benefit analysis
- Assessing risk and uncertainty
- Structured decision-making under constraints
- Case simulation: Solving a real-world operational issue

Day 12: Integrated Business Planning

- Applying data, prioritization, and organizational structure to a business scenario
- Group project presentations
- Trainer feedback and action plan
- Final review, Q&A

Registration form on the Training Course: Mastery of Data Analysis, Prioritization, and Business Organization

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

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Payment Method

- ☐ Please find enclosed a cheque made payable to Global Horizon
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