



# Spreadsheet Skills for Planning, Forecasting and Budgeting Course

## Venue Information

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**Venue:** London UK

**Place:**

**Start Date:** 2026-10-20

**End Date:** 2026-10-24

## Course Details

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**Net Fee:** £4750.00

**Duration:** 1 Week

**Category ID:** F,AABC

**Course Code:** F,AABC-6

## Syllabus

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## Course Syllabus

### Introduction

This hands-on, practical course will demonstrate how you can develop spreadsheet models to create a forecast, which can then be utilised to generate business plans and operating budgets with the use of Excel® as it is used in practice. The applications will be focused on three crucial aspects of business and financial management - strategic planning, intelligent forecasting and realistic budgeting. Delegates will learn how accessible the power of Excel® is to provide realistic forecasts and prepare flexible budgets. The impact on efficiency in planning and control and therefore return on investment for companies and/or divisions will be startling.

### This course will feature:

## Objectives

- Navigate through the features and functions of Excel®
- Distinguish between data and output in spreadsheet architecture
- Analyze financial statements in order to plan ahead
- Build effective financial planning models
- Use forecasting techniques for budget preparation

## Content

### Day One

#### Introduction to Spreadsheets using Excel®

- The power of Excel® for building financial models
- The Ribbons of Excel with their commands and functions
- Using formulae: Copying, anchoring and special pasting
- Using functions: financial, statistical and mathematical
- Review of the financial objectives of business: ROI, ROA, ROE
- Overview of Financial Statements

#### Case Study: Building a Quick Access Toolbar in Excel® and applying it to the analysis of financial statements of a division.

### Day Two

#### Proper Planning

- Classical strategic planning models
- Cost-Volume-Profit Analysis and Break-Even as a planning example
- Economic Order Quantity as a planning example
- What-if analysis to build scenario's and test sensitivity
- Maximizing and optimizing techniques
- Linear programming and Solver as optimising tools

#### Case Study: Preparing a planning model and subjecting it to a range of sensitivity analysis in a manufacturing environment.

### Day Three

#### Fantastic Forecasting

- Forecasting in perspective - the Past vs. the Future
- Necessity to apply a range of different forecasting methods:
- Qualitative Models used in forecasting
- Quantitative Models focussing on time series and regressions methodology
- Forecasting growth rates

## **Day Four**

### **Beyond Budgeting**

- The budget process: Timing and Cycles
- Setting budgeting objectives and tolerance levels
- Budgeting Techniques
- "Beyond Budgeting" compared to traditional budgeting principles
- Operating and Capital budgets
- Monthly reporting procedures and timely action

### **Case Study: Building budget based on assumptions - Operating Budget, Cash Budget & Capital Budget**

## **Day Five**

### **Putting it together – building the comprehensive model**

- Considering the financing mix in strategy
- Considering the Return to Shareholder as the primary indicator
- Build your planning model
- Build your forecasting model
- Build your budgeting model
- Link these together in review

### **Case Study: Building an integrated planning, forecasting & budgeting model**