



Spreadsheet Skills For Planning Forecasting And Budgeting

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Transforming
Business *for Good*



Why Choose This Training Course?

This hands-on, practical finance & accounting training 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 training course will feature:

- Mastery of the power of Excel
- What functions to use from the Excel toolkit
- Principles of strategic planning and budgeting
- Mathematical forecasting models will be demystified
- Building financial models enabling "what if" analysis

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

- 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

Who is this Training Course for?

This training course is aimed at professionals who contribute to financial decision making. Participants with qualifications and or experience in accounting and finance will benefit from the new focus on building models and applying scenario in financial planning.

This training course is suitable to a wide range of professionals but will greatly benefit:

- Business advisors, analysts & staff from all functional areas who need to advise, comment or develop business forecast plans and budgets
- Strategic Planners and Finance Officers
- Management Accountants
- Managers without formal financial qualifications



Course 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[®] 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
Recording, applying and modifying forecast assumptions
Case Study: Applying the forecasting functions in Excel[®] to past data and building a model offering various scenario[®]

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

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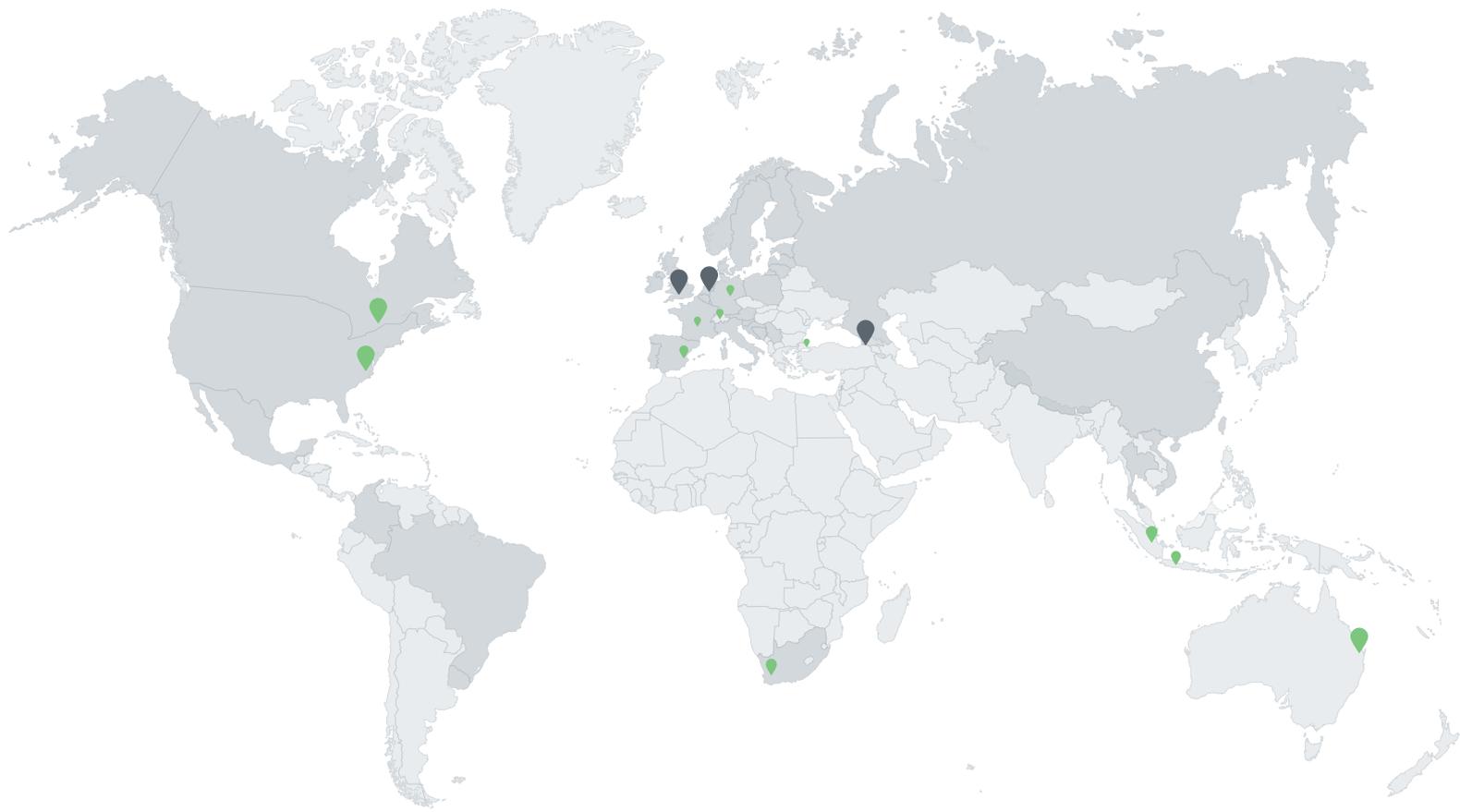
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informatech is a global leadership consultancy that aligns people, purpose & strategy - driving socially responsible transformation in global organisations. Our international network includes 215 partners, consultants, and coaches in 24 countries throughout Europe, North America, Latin America, Asia, and Africa. We transform leaders, align teams and create resolve and passion to win. Typical interventions are to accelerate performance, execute strategy and embed capability and change.



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