



Mastering Planning, Forecasting & Budgeting using Spreadsheet

Looking Forward to Organisational Success

► Upcoming Sessions

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|----------------|-------------------|---------|
| 05-09 Aug 2024 | Istanbul - Turkey | \$5,950 |
| 11-15 Nov 2024 | London - UK | \$5,950 |
| 21-25 Apr 2025 | Dubai - UAE | \$5,950 |
| 10-14 Nov 2025 | London - UK | \$5,950 |

► Training Details

Training Courses Overview

Effective planning, budgeting and forecasting skills are essential if the organisation is to have any opportunity anticipate and manage the kind of rapid and disruptive change that represents one of the biggest challenges to the survival and strength of 21st century enterprises. This training course will focus on building the practical spreadsheet skills directly relevant to understand and make a practical contribution to these vital planning, budgeting and forecasting processes.

Training Course Objectives

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

- Participate in and support the planning, budgeting and forecasting process
- Apply advanced Excel modelling skills in these key processes
- Apply latest techniques in cost forecasting and management
- Build effective spreadsheet models to assist in investment decision-making
- Develop models for applying sensitivity analysis to risk management

Designed for

This training course will not only be of benefit to planning team members, but it will also provide a useful insights and tools for other professionals in related fields, in particular the course will greatly benefit:

- Financial accounting team members
- Cost and management accounting staff
- Finance managers
- Budget managers
- Commercial managers
- Capital investment and project team members
- Investment analysts and acquisition team members
- Risk managers

► Training Details

Day One: Fundamentals of Business Planning

- The aims and principles of strategic planning
- A framework for effective strategic execution
- The structure and format of financial statements
- Measuring and managing financial performance
- Principles of financial modelling
- Spreadsheet skills: Excel best practice and modelling tips

Day Two: Principles and Techniques of Business Forecasting

- Spreadsheet skills: using Excel's statistical analysis tools
- Using moving averages to analyse time series data
- Using linear regression for sales trend analysis
- Applying exponential smoothing to forecasting
- Spreadsheet skills: using Excel Solver to minimise forecasting error
- Avoiding common forecasting problems
- Data visualisation – presenting data to non-financial managers

Day Three: Budgeting for Revenue and Operating Costs

- The role of budgeting in the planning cycle
- Traditional and advanced approaches to cost analysis
- Spreadsheet skills: using regression and correlation for cost forecasts
- Criticisms and limitations of conventional budgeting methods
- Beyond Budgeting
- Spreadsheet skills: building rolling forecast models

Day Four: Cash Flow Forecasting and Cash Budgeting

- Understanding the drivers of business cash flow
- Spreadsheet skills: building a cash flow forecast model
- Principles of capital budgeting
- Capital investment appraisal tools
- Understanding discounted cash flow (DCF) analysis
- Spreadsheet skills: building a capital investment appraisal model

Day Five: Incorporating Risk Management in to Planning and Forecasting

- Identifying and analysing business risk
- Probability based approach to decision-making
- Spreadsheet skills: building decision trees in Excel
- Sensitivity analysis and "What-If" forecasting
- Identifying the key drivers of financial performance
- Spreadsheet skills: building a "What-If" forecast for sensitivity analysis

► The Certificate

Anderson Certificate of Completion will be provided to delegates who attend and complete the course

► INFO & IN-HOUSE SOLUTION

For more information about this course, call or email us at:

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Email: info@anderson.ae

Request for a Tailor-made training and educational experience for your organization now:

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