



FM101: Spreadsheet Skills for Planning, Forecasting & Budgeting

Training Description:

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 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.

The course will discuss:

- 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

Training Objectives:

By the end of the training, 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

Training Designed for:

This course is intended for 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's in financial planning. It is suitable to a wide range of and will greatly benefit those 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 and Managers without formal financial qualifications.

Training Requirement:

"Hand's on practical sessions, equipment and software will be applied during the course if required and as per the client's request."

Contents can be adapted to your specific wishes. It is therefore possible to focus on specific modules of the training course as per client's learning needs and objectives. Further, it should be forwarded to us a month prior to the course dates.

Training Program:

DAY ONE:

- ❖ PRE-TEST
- ❖ Introduction
- ❖ 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
 - Recording, applying and modifying forecast assumptions

Case Study: Applying the forecasting functions in Excel® to past data and building a model offering various scenario's

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: Applying the forecasting functions in Excel® to past data and building a model offering various scenario's

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**
- ❖ **Course Conclusion**
- ❖ **POST-ASSESSMENT and EVALUATION**

Training Methodology:

This interactive training course includes the following training methodologies as a percentage of the total tuition hours:

- 30% Lectures, Concepts, Role Play
- 70% Workshops & Work Presentations, Techniques, Based on Case Studies & Practical Exercises, Gamification, Software & General Discussions
- Pre and Post Test

Training Certificate(s):

CMCT Internationally recognized certificate(s) will be issued to each participant who completed the course.

Training Fees:

TBA as per the course location - This rate includes participant's manual, hand-outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Note: The 5% VAT (Value Added Tax), will be effective starting 01st of January 2018 as per the new regulation from the UAE Government. The VAT applies for all quotation both for local and abroad.

Training Timings:

Daily Timings:

07:45 - 08:00	Morning Coffee / Tea
08:00 - 10:00	First Session
10:00 - 10:20	Recess (Coffee/Tea/Snacks)
10:20 - 12:20	Second Session
12:20 - 13:00	Recess (Prayer Break & Lunch)
13:00 - 14:00	Last Session

For training registrations or in-house enquiries, please contact:

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