

# Spreadsheet Skills for Planning, Forecasting & Budgeting

*Brussels (Belgium)*

*6 - 10 October 2025*

UK Training

# PARTNER



## Spreadsheet Skills for Planning, Forecasting & Budgeting

Code: FA28 From: 6 - 10 October 2025 City: Brussels (Belgium) Fees: 4400 Pound

### Introduction

This practical, hands-on course provides participants with the opportunity to learn how to develop spreadsheet models using Excel to create forecasts, which can be used to generate business plans and operating budgets. The focus will be on three essential aspects of business and financial management—strategic planning, intelligent forecasting, and realistic budgeting. Delegates will understand how accessible the power of Excel is in providing realistic forecasts and preparing flexible budgets. The course also emphasizes the impact on efficiency in planning and control, leading to improved return on investment ROI for companies or divisions.

### Course Objectives

Upon completion of this course, participants will gain the following skills:

- Navigate through Excel features: Learn essential and advanced spreadsheet skills in Excel for financial modeling.
- Analyze financial data: Understand how to use spreadsheet budgeting techniques to plan ahead.
- Build effective financial models: Develop models to plan, forecast, and prepare budgets.
- Use forecasting techniques: Learn how to apply forecasting methods in Excel spreadsheets to create accurate business plans and budgets.
- Integrate planning, forecasting, and budgeting: Link these models together for a comprehensive and flexible approach.

### Course Outlines

#### Day 1: Introduction to Spreadsheets Using Excel

- Unlocking the power of Excel for building financial models.
- Navigating the Excel ribbons, commands, and functions.
- Using formulas: copying, anchoring, and special pasting.
- Functions: financial, statistical, and mathematical.
- Understanding business financial objectives: ROI, ROA, ROE.
- Overview of financial statements in Excel spreadsheets.
- Case Study: Build a Quick Access Toolbar in Excel and apply it to the analysis of financial statements in a division.

#### Day 2: Proper Planning

- Classical strategic planning models.
- Cost-volume-profit analysis and Break-Even as planning examples.
- Economic Order Quantity as a planning tool.

A graphic of a chessboard with several chess pieces. A large gold king piece is in the foreground, with a silver pawn and a gold pawn behind it. The text 'UK Training PARTNER' is overlaid on the right side of the board.

UK Training  
**PARTNER**

- What-if analysis to build scenarios and test sensitivity.
- Maximizing and optimizing techniques.
- Linear programming and Solver as optimization tools.
- Case Study: Build a planning model and perform a range of sensitivity analyses in a manufacturing environment.

### Day 3: Fantastic Forecasting

- Forecasting in perspective—Past vs. Future.
- The importance of using multiple forecasting methods:
  - Qualitative models for forecasting.
  - Quantitative models with time series and regression techniques.
- Forecasting growth rates.
- Recording and modifying forecast assumptions.
- Case Study: Apply forecasting functions in Excel to past data and build a model offering various scenarios.

### Day 4: Beyond Budgeting

- The budgeting process: Timing and cycles.
- Setting budgeting objectives and tolerance levels.
- Budgeting techniques.
- Beyond budgeting vs traditional budgeting principles.
- Operating and capital budgets.
- Monthly reporting procedures and timely action.
- Case Study: Build a budget based on assumptions: Operating Budget, Cash Budget, and Capital Budget.

### Day 5: Putting it Together - Building the Comprehensive Model

- Considering the financing mix in strategy.
- Understanding Return to Shareholder as the primary indicator.
- Build your planning model.
- Build your forecasting model.
- Build your budgeting model.
- Link these models together for a cohesive review.
- Case Study: Build an integrated planning, forecasting, and budgeting model.

### Why Attend This Course: Wins & Losses!

- Advanced spreadsheet skills: Learn to use Excel to build budget forecast spreadsheets, improving your financial planning efficiency.
- Realistic business planning: Enhance your ability to create accurate financial forecast spreadsheets and budgets that contribute to strategic success.
- Intelligent forecasting techniques: Gain proficiency in forecasting financial outcomes with Excel's robust tools.
- Integrated financial models: Master the art of linking budget spreadsheets, forecasting spreadsheets, and financial planning models.
- ROI enhancement: Implement better control and planning, leading to improved return on investment ROI.

### Conclusion

A graphic of a chessboard with several chess pieces. A large gold king piece is in the foreground, with a silver pawn and a silver knight behind it. In the background, there are concentric circles and the text 'UK Training PARTNER' in a bold, sans-serif font.

UK Training  
**PARTNER**



This course offers a unique opportunity to master advanced spreadsheet skills and financial modeling using Excel. You will gain the expertise to create highly effective budget forecast spreadsheets, apply forecasting techniques, and integrate financial models for better decision-making. The practical knowledge you gain will directly enhance your company's financial planning processes and return on investment.

Register today to begin enhancing your spreadsheet budgeting and forecasting capabilities with this comprehensive course!

A graphic of a chessboard with several chess pieces (a king, a queen, and a pawn) on it, set against a background of concentric circles.

UK Training  
**PARTNER**

Head Office: +44 7480 775 526  
Email: [Sales@blackbird-training.com](mailto:Sales@blackbird-training.com)  
Website: [www.blackbird-training.com](http://www.blackbird-training.com)

## Blackbird Training Cities

### Europe



Malaga (Spain)



Sarajevo (Bosnia and Herzegovina)



Oporto (Portugal)



Glasgow (Scotland)



Edinburgh (UK)



Oslo (Norway)



Annecy (France)



Bordeaux (France)



Copenhagen (Denmark)



Birmingham (UK)



Lyon (France)



Moscow (Russia)



Stockholm (Sweden)



Podgorica (Montenegro)



Batumi (Georgia)



Salzburg (Austria)



London (UK)



Istanbul (Turkey)



Amsterdam



Düsseldorf (Germany)



Paris (France)



Athens (Greece)



Barcelona (Spain)



Munich (Germany)



Geneva (Switzerland)



Prague (Czech)



Vienna (Austria)



Rome (Italy)



Brussels (Belgium)



Madrid (Spain)



Berlin (Germany)



Lisbon (Portugal)



Zurich (Switzerland)



Manchester (UK)



Milan (Italy)



## Blackbird Training Cities

### USA & Canada



Los Angeles (USA)



Orlando, Florida (USA)



Online



Phoenix, Arizona (USA)



Houston, Texas (USA)



Boston, MA (USA)



Washington (USA)



Miami, Florida (USA)



New York City (USA)



Seattle, Washington (USA)



Washington DC (USA)



In House



Jersey, New Jersey (USA)



Toronto (Canada)

### ASIA



Baku (Azerbaijan)  
(Thailand)



Maldives (Maldives)



Doha (Qatar)



Manila (Philippines)



Bali (Indonesia)



Bangkok



Beijing (China)



Singapore (Singapore)



Sydney



Tokyo (Japan)



Jeddah (KSA)



Riyadh (KSA)



Melbourne (Australia)  
(Kuwait)



Phuket (Thailand)



Shanghai (China)



Dubai (UAE)



Kuala Lumpur (Malaysia)



Kuwait City



Seoul (South Korea)



Pulau Ujong (Singapore)



Irbid (Jordan)



Jakarta (Indonesia)



Amman (Jordan)



Beirut

UK Training  
**PARTNER**

## Blackbird Training Cities

### AFRICA



Kigali (Rwanda)



Cape Town ( South Africa)



Accra (Ghana)



Lagos (Nigeria)



Marrakesh (Morocco)



Nairobi (Kenya)



Zanzibar (Tanzania)



Tangier (Morocco)



Cairo (Egypt)



Sharm El-Sheikh (Egypt)



Casablanca (Morocco)



Tunis (Tunisia)



## Blackbird Training Clients



MANNAI Trading  
Company WLL,  
Qatar



Alumina Corporation  
Guinea



Booking.com  
Netherlands



Oxfam GB International  
Organization,  
Yemen



Capital Markets  
Authority,  
Kuwait



Waltersmith Petroman Oil Limited  
Nigeria



Qatar National Bank  
(QNB),  
Qatar



Qatar Foundation,  
Qatar



AFRICAN UNION ADVISORY  
BOARD ON CORRUPTION,  
Tanzania



KFAS  
Kuwait



Reserve Bank of  
Malawi,  
Malawi



Central Bank of Nigeria  
Nigeria



Ministry of Interior  
Kingdom of Saudi Arabia  
KSA



Mabruk Oil Company  
Libya



Saudi Electricity  
Company,  
KSA



BADAN PENGELOLA  
KEUANGAN Haji,  
Indonesia



NATO  
Italy



ENI CORPORATE  
UNIVERSITY,  
Italy



Gulf Bank  
Kuwait



General Organization for  
Social Insurance  
KSA



Defence Space Administration  
Nigeria



National Industries  
Group (Holding),  
Kuwait



Hamad Medical  
Corporation,  
Qatar



USAID  
Pakistan



STC Solutions,  
KSA



North Oil company,



EKO Electricity



Oman Broadband



UNITED NATIONS  
UN.



Authority for

UK Training  
**PARTNER**

## Blackbird Training Categories

### Management & Admin

Entertainment & Leisure  
Professional Skills  
Finance, Accounting, Budgeting  
Media & Public Relations  
Project Management  
Human Resources  
Audit & Quality Assurance  
Marketing, Sales, Customer Service  
Secretary & Admin  
Supply Chain & Logistics  
Management & Leadership  
Agile and Elevation

### Technical Courses

Artificial Intelligence (AI)  
Hospital Management  
Public Sector  
Special Workshops  
Oil & Gas Engineering  
Telecom Engineering  
IT & IT Engineering  
Health & Safety  
Law and Contract Management  
Customs & Safety  
Aviation  
C-Suite Training



International House 185 Tower Bridge  
Road London SE1 2UF United Kingdom



+44 7401 1773 35  
+44 7480 775526



[Sales@blackbird-training.com](mailto:Sales@blackbird-training.com)



[www.blackbird-training.com](http://www.blackbird-training.com)

A graphic of a chessboard with several chess pieces. A large gold king piece is in the foreground, with a silver pawn and a silver knight behind it. The text 'UK Training PARTNER' is overlaid on the right side of the chessboard.

UK Training  
**PARTNER**