BLACKBiRD
FOR TRAINING

Spreadsheet Skills for Planning, Forecasting & Budgeting

Lisbon (Portugal)

10 - 14 August 2026

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Spreadsheet Skills for Planning, Forecasting & Budgeting

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.

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- 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

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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!

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