

Spreadsheet Skills for Planning, Forecasting & Budgeting

Kuala Lumpur (Malaysia)

13 - 17 October 2025

UK Training

PARTNER



Spreadsheet Skills for Planning, Forecasting & Budgeting

Code: FA28 From: 13 - 17 October 2025 City: Kuala Lumpur (Malaysia) Fees: 4200 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.

The logo for UK Training Partner features the text 'UK Training' in a smaller font above the word 'PARTNER' in a large, bold, black font. The background of the logo is a chessboard with several chess pieces (a king, a queen, and a pawn) in gold and silver, set against a background of concentric circles.

- 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



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 pieces (a king, a pawn, and a knight) on it, set against a background of concentric circles. The text 'UK Training PARTNER' is overlaid on the board.

UK Training
PARTNER

Head Office: +44 7480 775 526
Email: Sales@blackbird-training.com
Website: 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)
(Netherlands)



Podgorica (Montenegro)



Batumi (Georgia)



London (UK)



Istanbul (Turkey)



Amsterdam



Düsseldorf (Germany)



Paris (France)



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)

Africa



Baku (Azerbaijan)
(Thailand)



Maldives (Maldives)



Doha (Qatar)



Manila (Philippines)



Bali (Indonesia)



Bangkok



Beijing (China)



Singapore (Singapore)



Sydney (Australia)



Tokyo (Japan)



Jeddah (KSA)



Riyadh (KSA)



Melbourne (Australia)
(Indonesia)



Dubai (UAE)



Kuala Lumpur (Malaysia)



Kuwait City (Kuwait)



Pulau Ujong (Singapore)



Jakarta



Amman (Jordan)



Beirut (Lebanon)

UK Training
PARTNER

Blackbird Training Cities

Asia



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



UK Training
PARTNER

Blackbird Training Categories

Management & Admin

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

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

 www.blackbird-training.com



UK Training
PARTNER

The image features a graphic of a chessboard with several chess pieces (a king, a pawn, and a knight) on it. The text 'UK Training PARTNER' is overlaid on the board, with 'PARTNER' in a larger, bold font.