



corporate training options

Strategic Planning, Budgeting & Forecasting Training

Overview & Learning Outcomes

Upon successful completion of this course you should be able to:

- Understand the principles of strategic planning.
- Build a strategic plan starting with a mission statement.
- Create an annual operating plan.
- Budget sales and cost of sales.
- Budget labour expense.
- Budget depreciation and other expenses.
- Create and interpret a balance sheet.
- Review financial and presentation aspects of budget plans.
- Create an adjusted plan and forecasts.

Prerequisites

There are no pre-requisites for this course.

Duration:

1 Day

Courseware:

High quality learning materials are available for purchase by participants.

Corporate Training Options

Sydney • Melbourne • Brisbane • Gold Coast • Canberra • Adelaide • Perth • Darwin • Hobart
Ph: 1300 667 660 Email: training@cto.com.au Web: www.cto.com.au



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Strategic Planning, Budgeting & Forecasting **Training Course Outline**

The Basics of Planning

Why Bother? Reasons Companies Plan
The Planning Cycle
Planning Philosophies
Effective Planning in Your Organization
Standards of Precision
The Information Frontier
Rules for Jungle Fighters

How to Build a Strategic Plan

How to Build Plans Efficiently
A Strategic Plan
The Mission Statement
Analyzing the External Environment
Analyzing Internal Capabilities
Putting It All Together

Annual Operating Plan Preliminaries

Drafting Annual Goals
Organizational Planning
Creating a Fiscal Calendar
Fiscal Managers
Accounting System Tune-Up

How to Budget Sales and Cost of Sales

A Five-Step Approach to Sales History
Assumptions: Improving Your Vision of the Future
Projections: Building a Chain of Inference
How to Budget Cost of Sales

How to Budget Labor Expenses

Labor Expenses
Payroll Calculations
Handling Increases
Labor Planning Tips

How to Budget Depreciation and Other Expenses

Other Expenses
Depreciation Expense
Quick Estimates of Depreciation Expense

Balance Sheet and Cash Plans

Balance Sheet and Cash Flow Overview
Balance Sheet Calculations

Reviewing, Planning, and Executing Budgets

How to Conduct Budget Reviews
How to Participate in a Budget Review
Planning and Executing a Budget Process

Adjusted Plans and Forecasting

How to Create an Adjusted Plan
Managing Adjusted Plans
Creating Forecasts
Using Plans to Improve Business Control

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