



**SKILLS  
FOR LIFE**

**SKILLS  
BOOTCAMPS**

# **BUSINESS SKILLS FOR A SUCCESSFUL CONSTRUCTION FIRM**

## **SKILLS BOOTCAMP**

Funded by



Department  
for Education

### **INTRODUCTIONS**

Course outline  
Expectations on attendance  
Learner goals and expectations / Professional Development Plan  
Learning style survey  
How to submit home work  
Software check - EstimatorXpress / PlansXpress / Health & Safety Xpert

### **INTRODUCTION TO THE BUILT ENVIRONMENT**

Introduction to building regulations

### **BENEFITS OF DIGITISATION 'BIM AWARENESS'**

Introduction to reading building plans  
Introduction to BIM (Building Information Modelling)  
Connected projects and productivity improvements

### **PROJECT COSTING AND MATERIAL TAKE-OFFS**

Introduction to Cost Estimating  
Bill of Quantities and Material Take Off  
Project Scheduling & Monitoring  
Problem Solving

### **READING BUILDING PLANS**

Building plan types  
How to read building plans (examining types / styles of drawings for varying residential project types)  
Quality of specification / data available  
Measuring off plans (scaling / tools available / pitfalls)

## ESTIMATING EFFECTIVELY USING ESTIMATORXPRESS - HOUSE

Project case study - new home

## ESTIMATING EFFECTIVELY USING ESTIMATORXPRESS - EXTENSION

Project case study - extension

## CONTRACTS, DEPOSITS & STAGE PAYMENTS

Why a contract is necessary, and what should be in it

Deposits - should you charge one, and how much?

How to schedule stage payments

How to deal with variations

How to close a job and get the final payment

## PLANNING FOR SUCCESS

What does success mean for you?

The importance of a good work / life balance

Understanding the marketplace and your competitors

Commercial versus Residential Work - the pitfalls and benefits

The 6 tests for a profitable business

## PROFIT MARGINS & OVERHEADS

Why is profit important

The 4 Golden Rules of pricing for profit

How to properly calculate profit

Business overheads and how to calculate and allow for them

Charging the true value of the work you do

## BUSINESS PLANNING - BUSINESS MODEL & CASHFLOW

What is a business model (sales forecast)?

What is a cashflow?

Understand the differences between business model & cashflow

How to create your business model & cashflow using templates

How to use your business model & cashflow effectively

## HOW TO QUOTE EFFECTIVELY

Selecting good clients and avoiding time wasters

Understand what your client is looking for

How detailed should your quote be?

PC Sums & how to deal with unspecified 2nd fix items

## HOW TO PROMOTE YOUR BUSINESS

Creating a positive professional image  
Accreditations and memberships - are they worth it?  
Lead sources - which are the best?

## HOW TO MOVE YOUR BUSINESS UP MARKET

The Ideal Customer - Who are they and how to find them  
The 6 point plan for increased profit  
The value of a good credit rating  
The 10 measures of success

## EQUALITY, DIVERSION & INCLUSION AWARENESS

## MENTAL HEALTH AWARENESS

## CIRCULAR ECONOMY AWARENESS

## HEALTH & SAFETY IN CONSTRUCTION

Introduction to Health & Safety in Construction  
Understanding Construction (Design Management) 2015 regulations  
Understanding Duty Holders Responsibilities, notification, 3 key documents projects

## CITB SSSTS AWARENESS AND REVISION MATERIAL

Preparation for CITB Site Supervision Safety Training Scheme

## CITB SITE SUPERVISION SAFETY TRAINING SCHEME

On site or offered remotely dependent on your location

To register your interest in future courses, or to apply to this Skills Bootcamp please call **0117 916 7870** or email [application-enquiries@hbxl.co.uk](mailto:application-enquiries@hbxl.co.uk), providing your name and phone number.

