



**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 understanding construction drawings
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

UNDERSTANDING CONSTRUCTION DRAWINGS

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

ESTIMATING EFFECTIVELY USING ESTIMATORXPRESS - GARAGE CONVERSION

Project case study - garage conversion

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

A PRIMER TO 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**, providing your name and phone number.