



**SKILLS  
FOR LIFE**

**SKILLS  
BOOTCAMPS**

Funded by



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# ESTIMATING SKILLS FOR A THRIVING CONSTRUCTION FIRM

## SKILLS BOOTCAMP

### INTRODUCTIONS

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

### INTRODUCTION TO BUILT ENVIRONMENT

- What makes a building work
- Understanding the client's brief
- Understanding the site
- Introduction to building regulations

### BENEFITS OF DIGITISATION 'BIM AWARENESS'

- 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
- Connected Projects & Productivity Improvements

## 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 to a house

## ESTIMATING EFFECTIVELY USING ESTIMATORXPRESS - LOFT CONVERSION

Project case study - Loft conversion

## ESTIMATING EFFECTIVELY USING ESTIMATORXPRESS - RENOVATION WORK

Project case study - Renovation work

## INDEPENDENT ESTIMATING PROJECT - 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

## 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

## 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

## PRESENTATION SKILLS

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.