

HBXL 'Business Management skills for successful construction firms' Skills Bootcamp



**“ IT REALLY
OPENS
DOORS.”**

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Get skilled. Get results.

Running or managing a building company is so much more than the building projects themselves. To do the job properly you need to be on top of planning, finances, the team, the risks - and that's just for starters! After all the stakes are high in this industry - you're often dealing in big numbers.

Business Management Skills for successful construction firms from the HBXL Skills Academy, is designed for small building company owners, managers, administrators, sub-contractors and anyone making a career switch or upskilling.

During the online **Business Management Skills Bootcamp**, you'll have the benefit of professional advice from experts in their field. You'll learn how to interpret drawings, explore estimating, business planning, profit forecasting, marketing, health & safety, and more. You'll develop management skills and understand the function of a site manager, achieving Site Supervisor Safety Training Scheme (CITB SSSTS) accreditation in the process.

Each session is highly practical, so you'll leave each one more well-informed, and armed with knowledge you can implement straightaway.



**“...a lot more
positivity and
confidence.”**

“I felt a weight lifted off my shoulders having finished the course and getting into the real world of construction on my own.”
Oliver, Weller Projects

What you'll gain from this unique Business Management Skills Bootcamp

The construction industry can be tough - whatever the economic climate. The most successful builders are the ones who manage their finances well, have long term goals, put a value on their high quality, professional service and price accordingly. They're organised, efficient, and have got to grips with running a business, not just a building site. The **HBXL Business Management Skills Bootcamp** lays the foundations for managing a business efficiently and profitably.

If you want to take your business to the next level or improve your skill set personally - join us and by the end of the course, you'll be able to:

- Plan, manage, and execute construction projects with financial, operational and safety confidence
- Interpret and utilise construction drawings effectively
- Apply digital tools and estimating software to support project delivery
- Understand commercial and business principles critical to profitable operations
- Navigate legal, contractual, and safety requirements in construction
- Promote a business professionally and attract profitable clients
- Foster inclusive, sustainable, and resilient workplace practices
- Effectively supervise a site.

What you learn on the Skills Bootcamp

- 76 guided learning hours (of which 16 hours are SSSTS)
- 2 hours, twice a week, remote online
- 3.30pm-5.30pm
- Plus 60 hours of self-study
- Doesn't include weekends or Public Holidays

*We also offer a condensed **Impact Course** once or twice a year. This is made up of four hours, 2.00pm-6.00pm, twice a week, and takes fewer weeks.*

The **Business Management Skills Bootcamp** combines practical experience with essential industry knowledge to support confident project delivery and profitable business growth. Here's the running order.

Introduction to the course

You're introduced to the course, its structure, and learning objectives, setting the scene for success. This initial module establishes expectations, key outcomes, and the resources available to support you throughout the course.

Understanding the Built Environment

You are introduced to industry standards and best practices, along with the resources and micro-credentials available. You learn about Building Regulations and health & safety compliance.

“I think it's definitely given me a confidence boost to take the plunge and get going.”

Planning for success

This module highlights the importance of careful planning in construction projects and business ventures. You gain insight into the scale of the construction sector, its contribution to the UK economy, and common causes of project and business failure. You explore how under-pricing and poor planning can negatively affect profitability and client relationships.

Project costing and Material Take-Offs

You develop an understanding of cost estimation, project budgeting, and material take-offs. Practical techniques are introduced to ensure accurate and repeatable estimates. You'll also learn how build programmes function to monitor progress, manage resources, and track financial performance.

Reading construction drawings

This module develops your skills in reading, interpreting, and analysing construction drawings. You'll explore different drawing types, scales, and essential additional information. Critical thinking is emphasised to ensure correct interpretation of drawings. Error checking is key, as is effective communication across the team.

Benefits of digitisation in construction

You are introduced to how technology is transforming efficiency and accuracy through joined up thinking, and gain an appreciation of how integrated software solutions and BIM can enhance project outcomes e.g. through the integration of CAD, estimating and project management processes.

Two estimating case studies

You gain significant hands-on experience with industry-standard estimating software through two case studies - a new build and home extension. You build practical confidence in software application and project estimation. And can apply the thinking to other project types too.

Profit margins and overheads

This module introduces the calculation of all-important profit margins and the management of business overheads. You explore the impact of incorrect calculations, compare strategies of fewer high-profit projects versus higher-volume work, and learn to price jobs to scale a business profitably.

Business planning - Business Models and cashflow

You'll learn about different cost types, Business Models and cashflow, with a recap on profit margins and overheads. You'll also be introduced to business tools that will help you plan properly.

Contracts, Deposits, and Stage Payments

You'll examine different types of construction contracts, the implications of contract clauses, and strategies to protect cashflow and minimise risk. The module highlights how proper contract management supports business stability.

Equality, Diversity & Inclusion awareness

The construction industry is implementing policies and practices to benefit from a more diverse workforce. Learn the legal backdrop to these changes. Gain awareness of the importance of an EDI policy, especially if you're looking to get onto procurement frameworks.

Mental health awareness

Gain a comprehensive introduction to the importance of mental health awareness. You'll be introduced to policies and practices that make it easier for workers affected by mental health issues to seek and receive help. You'll explore how good awareness strengthens teams to deliver projects successfully.

Circular economy awareness

What it is and why it is important for those working across the construction industry. You'll learn about the policies and practices being put in place to make it easier for workers to help reduce the environmental and financial costs associated with high levels of waste. You'll have an awareness of Waste Management policies relating to procurement frameworks.

Effective communication

Develop essential communication skills to convey ideas clearly and confidently with clients and subcontractors. This module emphasises active listening, verbal and non-verbal expression, and effective use of digital and interpersonal channels. Through practical exercises and real-world scenarios, you will improve the ways in which you engage, collaborate, and influence audiences with clarity and impact.

Modern Slavery

The 2025 update to the Modern Slavery Act places greater responsibility on all businesses. This is about preventing exploitation. You'll develop awareness of legislation and understand the importance of implementing a strong Modern Slavery policy. You'll learn to identify potential victims and recognise key signs, while gaining knowledge of available resources and support mechanisms. This module equips you to contribute to prevention, protection, and ethical practices in the workplace and community.

Quoting effectively

This module equips you with the skills to pre-vet client enquiries and produce quotations that attract profitable contracts. You learn to analyse client expectations, manage incomplete specifications, and prepare professional, effective quotes.

Business promotion and growth

Explore strategies to promote your construction business, develop a clear business identity, establish an effective online presence, and prioritise promotional activities. The module on moving upmarket guides you to attract and retain more profitable clients through targeted marketing and business sustainability strategies. You'll be equipped to target the high value jobs - and win them.

Introduction to Health & Safety

Gain an understanding of the governing bodies, key legislation, and management systems that ensure safe practices. Explore the importance of health and safety, how it can be effectively implemented, and the roles and responsibilities during a project. We also cover the consequences of non-compliance, including legal and financial penalties, and how legislation impacts health, safety, and welfare outcomes in the built environment.

**“I thought the
HBXL Business
Management Skills
Bootcamp was really
great”**

Introduction to CDM 2015

This module relates to the Construction (Design and Management) Regulations 2015 (CDM 2015). We explore its purpose and scope within the construction industry. You'll gain an understanding of the key duty holders, including the specific responsibilities of Contractors, Main Contractors and Subcontractors. You'll learn what constitutes a 'notifiable' project and understand the three essential documents used to ensure compliance and effective management of health and safety throughout a construction project.

Site Supervisor Safety Training Scheme (CITB SSSTS)

This formal training course, conducted externally, is designed to provide you with the essential knowledge and skills needed to ensure safe and compliant working environments. By the end of the course, you will understand your legal responsibilities and the vital role supervisors play in maintaining health, safety, and environmental standards on site.

You'll gain practical skills in conducting risk assessments, implementing safe systems of work, and effectively monitoring site activities. The course also covers communication and leadership techniques for briefing teams and promoting a positive safety culture, along with the ability to respond appropriately to incidents and emergencies. Environmental considerations and sustainable practices are also explored, ensuring a comprehensive understanding of modern site supervision requirements.

On successful completion, along with certification, will be equipped with the confidence and tools needed to supervise construction teams safely and effectively, contributing to the success and compliance of projects.

**“They’re invaluable
for builders who
simply want to know
more, so I’d definitely
recommend them.”**

Business Management Skills Bootcamp Modules	Guided hours
Introduction to course	2
Introduction to the Built Environment	2
Planning for success	2
Introduction to project costing and material take-offs	4
How to read plans - understanding construction drawings	2
Benefits of digitisation in construction	2
Introduction to estimating software – new build case study	12
Introduction to estimating software – home extension case study	6
Profit margins and overheads	2
Business planning - Business Models and cashflow	4
Importance of contracts, deposits and stage payments	2
Equality, Diversity & Inclusion Awareness	2
Mental Health Awareness	2
Circular economy awareness	2
Effective Communication	2
Modern Slavery	2
How to quote effectively	2

Business Management Skills Bootcamp Modules	Guided hours
How to promote your business	2
How to move your business upmarket	2
Introduction to health & safety	2
Introduction to CDM 2015	2
Site Supervisor Safety Training Scheme (CITB SSSTS)	16

How is the Skills Bootcamp funded?

The HBXL Skills Bootcamps are funded by the Department for Education (DfE) so they, in conjunction with the regions they're working with, set the parameters. Not all regions of the UK offer funding. Please look at our [website](#) for the current local authorities supporting us.

The courses are fully funded if you're self-employed or a sole trader/owner of a small business that doesn't have a payroll. Alternatively, they're 90% funded if you're an SME Limited company with a payroll – you pay 10%. If you were paying yourself, you'd be looking at £3500-£4250+VAT depending on the region.

How is the Skills Bootcamp delivered?

It's delivered remotely, online. The lessons are live-streamed and recorded (so on the odd occasion you miss a session you can catch up - or rewatch content you want reminding of). Trainees also undertake self-study ahead of the next lesson.

How long is the Skills Bootcamp?

The course is 16 hours of SSSTS and 60 hours of the Skills Bootcamp, typically made up of two hours, 3.30pm-5.30pm, twice a week (doesn't include weekends or Public Holidays). We also offer a condensed **Impact Course** once or twice a year. This is made up of four hours, 2.00pm-6.00pm, twice a week, and takes fewer weeks.

What do you receive at the end?

- Certificate of Attendance
- CITB Site Supervision Safety Training Scheme Certification (SSSTS)
- Ongoing support for 6 months
- Discounts on digital solutions used during the course
- And many new skills learnt on the course!

Am I eligible?

You need to meet the government's requirements for becoming a Skills Bootcamp learner. There is an application process, and places are limited to give each trainee the necessary 1-2-1 time.

- Are you 19+?
- Have you been resident in the UK for 3 years?
- Do you reside in one of the geographic regions supported and funded? The courses are delivered remotely online but trainees must either live or be working on construction projects in funded locations.
- Can you confirm that you are not in any Government funded Further Education or Apprenticeship scheme? (It's OK to be self-funded however)?
- Can you confirm that you haven't attended another Skills Bootcamp within the last 12 months?
- Do you have construction experience? It's preferred but not essential.

How do I apply?

If you would like to enrol on the Skills Bootcamp (or know someone who would) please call 0117 916 7870, look around the website skillsacademy.hbxi.co.uk, or complete the enquiry form [here](#).

Scan to complete
enquiry form



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EARN MORE GET
OFF THE TOOLS
DO BETTER START
A BUILDING FIRM
GET PROMOTED
OFFER MORE
KNOW MORE...?

