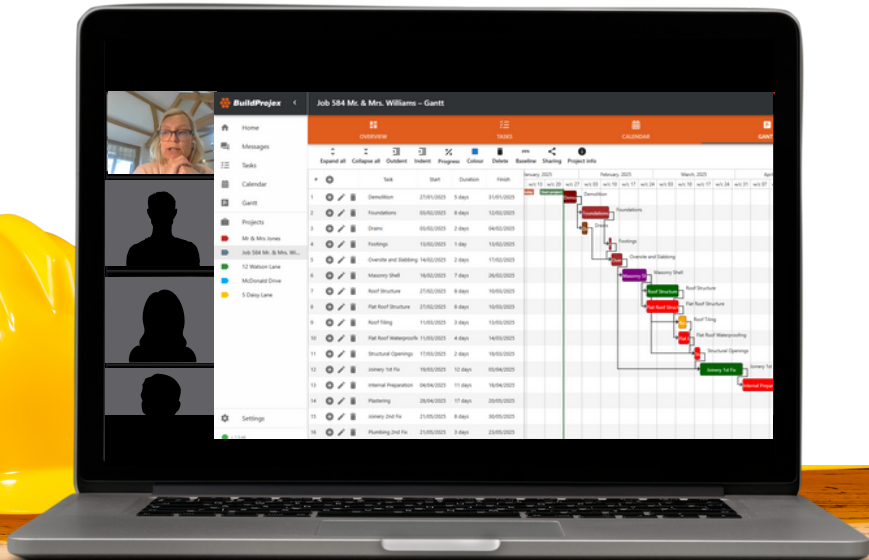


HBXL 'Project & Job Management Skills for successful building projects' Skills Bootcamp



**“ I’M
LEARNING
MORE THAN
I EVER
IMAGINED
I WOULD.**

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Get skilled. Get results.

The Skills Bootcamp ‘**Project & Job Management for successful building projects**’ from the HBXL Skills Academy, is designed for small building company owners, managers, administrators, sub-contractors and anyone making a career switch or upskilling.

Having strong project management skills in construction isn’t just valuable - it’s transformative. It’s the difference between a chaotic site and a well-oiled machine. The **Project & Job Management Skills Bootcamp** is your chance to excel at strategic planning and leadership.

You’ll be taught by experts in their field on managing people, profit, and projects with confidence. You’ll build the skills that set great project managers apart.

You’ll leave every highly-practical session more well-informed, and armed with knowledge you can implement straightaway.



“...it’s the whole construction knowledge that’s been so valuable.”

What you'll gain from this unique Project & Job Management Skills Bootcamp

In today's challenging construction climate, margins are tight, timelines are pressured, and clients expect transparency at every stage. Having the skills to plan and manage projects properly - with clear budgets, structured processes, and effective coordination - is no longer a nice-to-have, it's essential for survival. The skills you gain on this course will help you stay competitive, and ensure every job is delivered safely, efficiently, and profitably - even when the market is unpredictable.

By the end of the course, you'll be able to:

- Plan, manage, and deliver construction projects using structured methodologies
- Apply project management techniques using cloud and desktop-based software
- Calculate profit margins, manage overheads, and plan sustainable business growth
- Understand contracts, deposits, and stage payments to protect cashflow
- Promote workplace equality, diversity, inclusion, and mental wellbeing
- Implement environmental and circular economy principles in construction projects
- Communicate effectively with clients, subcontractors, and teams
- Apply ethical standards, including Modern Slavery awareness, to business practices
- Deliver toolbox talks and foster a proactive health and safety culture
- Apply learning from either Behavioural & Psychological Safety course or PRINCE2® 7 Foundation course.

What you learn on the Skills Bootcamp

- 64 guided learning hours (of which 16 are Behavioural Psychology or PRINCE2® 7 Foundation)
- 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 **Project & Job 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 learners throughout the course.

Introduction to Considerate Constructors / Sustainability School / Procurement & Intro to Frameworks

You'll be introduced to industry standards and best practices and the complementary micro-credentials available to you.

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.

Introduction to project management

You'll look at project characteristics, success factors, why things go wrong, and core functions like planning, delegating, and monitoring. You'll be introduced to Waterfall and Agile management techniques, explore key processes from initiation to handover, understand risks of missed steps, and will be introduced to collaboration and how it can be improved.

Differences between Cascade and Agile Project Management techniques

You'll revisit the benefits of project management and its effect on risk. You'll review key processes and practices, learn to differentiate risks from issues, and identify strategies to build and sustain great teams. You'll also study Waterfall and Agile in more detail, comparing their differences, whilst exploring how they can be combined.

Benefits of digitisation in construction

You'll be introduced to technology-driven efficiencies in construction, including integrated software solutions and Building Information Modelling (BIM). The module demonstrates how digital tools enhance accuracy, coordination, and project outcomes.

Introduction to cloud-based job management software

You'll gain a practical insight into cloud-based job management software, understanding how it can be applied, plus the benefits, via a practical case-study project.

Introduction to desktop-based job management software

You'll gain a practical insight into traditional desktop project management software, understanding how it can be applied, plus the benefits, via a practical case-study project.

**“The tutors are giving
me the kind of advice
you won't find
anywhere else.”**

Profit margins and overheads

This module introduces the calculation of all-important profit margins and the management of business overheads. You'll 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.

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

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.

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.

**“You’re provided with
the software and
guided through it at
every stage.”**

How to deliver Toolbox Talks

You'll acquire the skills to plan, prepare, and deliver engaging and effective toolbox talks in the building site setting. This module focuses on clear communication, safety awareness, and audience engagement techniques. Through practical exercises and real-world examples, you'll gain confidence in presenting key safety messages, fostering team understanding, and promoting a culture of workplace safety.

Behavioural and Psychological Safety OR PRINCE2 7 Foundation

Your opportunity to undertake formal training on either of the above integrated courses and gain certification on successfully passing the end point exam.

By the end of the Behavioural and Psychological Safety course, you'll be able to recognise the impact of behaviour and workplace culture on safety. You'll understand psychological safety principles, identify unsafe behaviours, promote positive communication, and foster a supportive environment that encourages reporting, collaboration, and proactive risk management. And in the process, enhancing overall team well-being and organisational safety culture.

By the end of the PRINCE2® 7 Foundation course, you'll understand the key principles, themes, and processes of the PRINCE2® project management methodology. You'll have the ability to apply structured project management techniques, define roles and responsibilities, manage project stages, and contribute effectively to project planning, control, and delivery within a PRINCE2® framework.

**“I thought being
taught online was
great. There are no
negatives.”**

Project & Job Management Skills Bootcamp Modules	Guided hours
Introduction to course	2
Planning for success	2
Introduction to project management	3
Introduction to Considerate Constructors / Sustainability School / Procurement & Introduction to Frameworks	1
Differences between Cascade and Agile Project Management techniques	2
Benefits of digitisation in construction	2
Introduction to cloud-based job management software	7
Introduction to desktop-based project management software	7
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
Introduction to Health & Safety Risk Management	2

Project & Job Management Skills Bootcamp Modules	Guided hours
How to deliver Toolbox Talks	2
Behavioural and Psychological Safety or PRINCE2® 7 Foundation	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 £3900-£4200+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 either Behavioural and Psychological Safety or PRINCE2® 7 Foundation course, plus 48 hours of the Skills Bootcamp. And that's 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
- Behavioural and Psychological Safety or PRINCE2® 7 Foundation certification
- 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

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

