



**BUILDERS
EXCHANGE[®]**
OF CENTRAL OHIO

COURSE CATALOG

***Note: Costs in red are previous year's information, not current/future cost.*

AIA Documents

Learn how the current AIA documents differ from past versions, as well as about the various changes and modifications that have been proposed.

Company roles for which this course may be appropriate.

Next Offered

Cost

Business Development/Sales
Estimating
Executive Leader
Field Management
Finance/Accounting
Marketing
Office Administration
Project Management
Safety

TBD
9 – 10:30 AM
(1-day course)

\$59 | BX Member Firms
\$69 | Non-Member Firms

Avoiding Litigation

From proper contract negotiation to ensuring the contract is being followed; a Top 10 List of legal and project management tips for staying on the job and out of litigation.

Company roles for which this course may be appropriate.

Next Offered

Cost

Business Development/Sales
Estimating
Executive Leader
Field Management
Finance/Accounting
Human Resources
Marketing
Office Administration
Project Management
Safety

TBD
8 – 10:30 AM
(1-day course)

\$55 | BX Member Firms
\$65 | Non-Member Firms

Building Exceptional Teams

In this interactive workshop, participants will learn the five common dysfunctions of a team and the four areas that several researchers have found to be critical in the development of effective teams. This fun, energizing, insightful workshop will help you recognize and talk through problems that may be holding your team back.

Company roles for which this course may be appropriate.	Next Offered	Cost
Business Development/Sales Estimating Executive Leader Field Management Finance/Accounting Human Resources Information Technology Marketing Office Administration Project Management Safety Tradesperson	TBD 8 AM - NOON (1-day course)	\$359 BX Member Firms \$459 Non-Member Firms

Certified Superintendent Program

This program teaches aspiring and current front-line managers the skills they need to become successful superintendents. Designed for field personnel aspiring to be a superintendent, or those new to their role, the courses focus on management, safety, technical and legal issues. Take your talented field employees to the next level. Enroll them in the BX Certified Superintendent Program today.

Company roles for which this course may be appropriate.	Next Offered	Cost
Field Management Office Administration Project Management Safety Tradesperson	14 courses over a three-year time span.	Receive 10% off course prices, No enrollment fee.

CHST Prep Course

This detailed single-day course will prepare participants for the Construction Health and Safety Technician (CHST) exam. Through real-world examples, practice questions and focused review, attendees will gain practical insight and test-taking strategies to help them prepare for the CHST exam.

Company roles for which this course may be appropriate.

Human Resources
Project Management
Safety
Tradesperson

Next Offered

Oct. 29, 2026
8 AM – 4:30 PM
(1-day course)

Cost

\$499 | BX Member Firms
\$649 | Non-Member Firms

Confined Space

This course provides an in-depth look at confined space with hands-on simulator training. It covers access/egress, multiple entry points, how to properly equip a harness and the standby services that are required. Upon completion, participants will receive a Confined Space Entry Certification.

Company roles for which this course may be appropriate.

Field Management
Project Management
Safety
Tradesperson

Next Offered

Oct. 16, 2026
8 AM – 2 PM
(1-day course)

Cost

\$495 | BX Member Firms
\$605 | Non-Member Firms

Construction Basics 101

Learn the stages of a construction project and how the different trades work together. The program follows the timeline of an actual project from beginning to end.

Company roles for which this course may be appropriate.

Business Development/Sales
Finance/Accounting
Human Resources
Information Technology
Marketing
Office Administration

Next Offered

April 30, 2026
8 AM – NOON
(1-day course)

Cost

\$225 | BX Member Firms
\$325 | Non-Member Firms

Construction Drawings 101

Through lecture and interactive work with a set of commercial drawings, this course provides the fundamental knowledge of reading and understanding blueprints. You'll learn about the general terms, where to find information and how trades interrelate.

Company roles for which this course may be appropriate.

Next Offered

Cost

Business Development/Sales
Estimating
Field Management
Marketing
Office Administration
Project Management
Safety

Feb. 3 & 5, 2026
Sept. 1 & 3, 2026

4 – 6 PM
(2-day course)

\$199 | BX Member Firms
\$299 | Non-Member Firms

Construction Drawings 201

Go beyond the basics of reading and learn to interpret plans and anticipate potential problems. Through hands-on practice, you'll be guided through site, structural, HVAC, plumbing and electrical drawings.
Prerequisite: Construction Drawings 101 or have basic blueprint reading skills.

Company roles for which this course may be appropriate.

Next Offered

Cost

Business Development/Sales
Estimating
Field Management
Office Administration
Project Management

Oct. 13, 15, 20 & 22, 2026
4 – 6 PM
(4-day course)

\$399 | BX Member Firms
\$499 | Non-Member Firms

Construction Finance 101

This course will help non-financial staff understand how a project budget is compiled and how each decision you make in the field plays into it. You'll learn to read a budget and how to understand and apply this financial information to your projects.

Company roles for which this course may be appropriate.

Next Offered

Cost

Field Management
Office Administration
Project Management
Safety

May 12, 2026
8 – 10 AM
(1-day course)

\$199 | BX Member Firms
\$299 | Non-Member Firms

CRISIS! Are You Ready?

The crisis you never expected suddenly strikes. Are you ready to respond? Join international crisis communications expert Anthony Huey in this timely and highly-entertaining workshop offering contractors actionable keys to swaying internal and external perception during a negative event.

Company roles for which this course may be appropriate.

Next Offered

Cost

Business Development/Sales
Estimating
Executive Leader
Field Management
Finance/Accounting
Human Resources
Information Technology
Marketing
Office Administration
Project Management
Safety

TBD
(1-day course)

\$359 | BX Member Firms
\$459 | Non-Member Firms

Customer Relations for the Field Force

A positive first impression can make a huge difference to a customer. This course will help you understand owner needs and how to best represent your company in meetings and on the jobsite.

Company roles for which this course may be appropriate.

Next Offered

Cost

Business Development/Sales
Field Management
Marketing
Office Administration
Project Management
Safety
Tradesperson

Nov. 10 & 12, 2026
4 – 6 PM
(2-day course)

\$199 | BX Member Firms
\$299 | Non-Member Firms

Estimating and Bid Preparation

This course covers the basic organizational tools required to meet today's short deadlines and ongoing competition. Learn the fundamentals of job cost estimating and the steps needed to prepare a clear bid.

Company roles for which this course may be appropriate.

Next Offered

Cost

Business Development/Sales
Estimating
Field Management
Office Administration
Project Management

Feb. 10, 12, 17 & 19, 2026
4 – 6 PM
(4-day course)

\$399 | BX Member Firms
\$499 | Non-Member Firms

Executive Leadership Experience (BXLX)

Built for senior-level executives in construction companies, this 11-session program has topics ranging from leadership essentials to risk management and includes valuable networking opportunities.

Company roles for which this course may be appropriate.

Business Development/Sales
Estimating
Executive Leader
Finance/Accounting
Human Resources
Information Technology
Marketing
Project Management
Safety

Next Offered

Sept. 2026
(9-session program)

Cost

\$6,700 | BX Member Firms
\$7,700 | Non-Member Firms

Fall Protection Bootcamp

Ready to elevate your safety game? This fall protection class is your ticket to mastering the art of working safely at heights. An all-encompassing fall protection class targeted towards construction provides comprehensive training to address the wide range of fall hazards on jobsites.

Company roles for which this course may be appropriate.

Field Management
Project Management
Safety
Tradesperson

Next Offered

TBD
8 AM – NOON
(1-day course)

Cost

\$249 | BX Member Firms
\$349 | Non-Member Firms

Field Leadership Excellence Series (BXFlex)

An eight-session program designed for field force managers. The focus of this series is on developing the management abilities of current and future jobsite leaders.

Company roles for which this course may be appropriate.

Field Management
Project Management
Safety
Tradesperson

Next Offered

Oct. 2026
2 – 5:30 PM
(8-session program)

Cost

\$4,400 | BX Member Firms
\$5,400 | Non-Member Firms

Field Supervision 101

Learn the methods and techniques needed for both leadership and management of today's jobsites. Through lecture, discussion and handouts, you'll compile your own supervisor's manual by the end of this course.

Company roles for which this course may be appropriate.

Field Management
Project Management
Safety
Tradesperson

Next Offered

TBD
4 – 6 PM
(4-day course)

Cost

\$399 | BX Member Firms
\$499 | Non-Member Firms

Field Supervision 201

This course builds on skills learned in Field Supervision 101 and provides techniques to become practical managers who can provide solutions to project problems. You'll learn advanced scheduling techniques, risk management strategies and skills for managing a diverse team.

Prerequisite: Field Supervision 101 or at least 6 months of experience as a field superintendent.

Company roles for which this course may be appropriate.

Field Management
Project Management
Safety
Tradesperson

Next Offered

Sept. 15, 17, 22 & 24, 2026
4 – 6 PM
(4-day course)

Cost

\$399 | BX Member Firms
\$499 | Non-Member Firms

Going for the Leadership Gold

Go for the gold standard of leadership. In this workshop, leaders and aspiring leaders will explore effective delegation, how to inspire their team for success and six keys to a winning team.

Company roles for which this course may be appropriate.

Business Development/Sales
Estimating
Executive Leader
Field Management
Finance/Accounting
Human Resources
Information Technology
Marketing
Office Administration
Project Management
Safety

Next Offered

TBD
8 – 11:30 AM
(1-day course)

Cost

\$359 | BX Member Firms
\$459 | Non-Member Firms

Intergenerational Management

With four generations in the workforce, understanding the unique characteristics of Boomers and Zoomers is the key to successful leadership at all levels. Discover the factors that contribute to different workplace styles and leave with easy strategies to lead each generation.

Company roles for which this course may be appropriate.	Next Offered	Cost
Business Development/Sales Estimating Executive Leader Field Management Finance/Accounting Human Resources Information Technology Marketing Office Administration Project Management Safety Tradesperson	TBD 8 AM - NOON (1-day course)	\$359 BX Member Firms \$459 Non-Member Firms

Jobsite Safety Analysis Workshop (JSA Playbook)

A resource is only as valuable as the time and effort invested in it. This workshop empowers teams to unlock the full potential of their JSAs. Through guided discussions, team-based activities and field-relevant scenarios, participants will discover how JSAs can evolve into shared tools for planning, reflection and accountability.

Company roles for which this course may be appropriate.	Next Offered	Cost
Business Development/Sales Estimating Field Management Human Resources Project Management Safety Tradesperson	Nov. 5, 2026 8 -- 11 AM (1-day course)	\$99 BX Member Firms \$199 Non-Member Firms

Leadership on the Jobsite

Learn the essentials of leadership and the challenges that come with holding a position of authority. You'll learn about different leadership styles, motivation techniques and the difference between leading and managing.

Company roles for which this course may be appropriate.

Next Offered

Cost

Field Management
Project Management
Safety
Tradesperson

April 14, 16, 21 & 23, 2026
4 – 6 PM
(4-day course)

\$399 | BX Member Firms
\$499 | Non-Member Firms

Managing Conflict & Confrontation

Discover how to properly manage conflict and confrontation. You'll learn about the communication challenges we all face, tips for mediation, emotional control and understanding bias in conflict.

Company roles for which this course may be appropriate.

Next Offered

Cost

Business Development/Sales
Estimating
Executive Leader
Field Management
Finance/Accounting
Human Resources
Information Technology
Marketing
Office Administration
Project Management
Safety

TBD
8 AM – NOON
(1-day course)

\$349 | BX Member Firms
\$449 | Non-Member Firms

Managing From the Middle Series

This three-part series helps middle managers explore the key attributes of middle management “MUSCLES” and provide personal growth and development opportunities.

Company roles for which this course may be appropriate.

Next Offered

Cost

Business Development/Sales
Estimating
Field Management
Finance/Accounting
Human Resources
Information Technology
Marketing
Office Administration
Project Management
Safety

April 2, 9, 16 & 23, 2026
8 AM – NOON
(4-session program)

\$2,200 | BX Member Firms
\$2,500 | Non-Member Firms

Mastering Assertive Communication

Learn to be assertive without being abrasive. Discover a three-step assertive communication process, listening tips, how to give constructive feedback and how to effectively deal with difficult people.

Company roles for which this course may be appropriate.

Next Offered

Cost

Business Development/Sales
Estimating
Executive Leader
Field Management
Finance/Accounting
Human Resources
Information Technology
Marketing
Office Administration
Project Management
Safety

TBD
(1-day course)

\$295 | BX Member Firms
\$395 | Non-Member Firms

Mental Health First Aid

Mental Health First Aid (MHFA) is an evidence-based, early-intervention training program designed to equip participants with the knowledge and skills needed to recognize and respond to mental health and substance use challenges.

Company roles for which this course may be appropriate.	Next Offered	Cost
Business Development/Sales Estimating Executive Leader Field Management Finance/Accounting Human Resources Information Technology Marketing Office Administration Project Management Safety Tradesperson	TBD 8 AM – 4:30 PM (1-day course)	\$249 BX Member Firms \$349 Non-Member Firms

Negotiate Your Subcontract

Understanding the subcontract can help you protect your business, ensure you get paid and avoid legal and financial risks. Not all contracts are the same, so it's important to know what to look for. Discover what you need to know and how to leverage it to your advantage.

Company roles for which this course may be appropriate.	Next Offered	Cost
Business Development/Sales Estimating Executive Leader Field Management Finance/Accounting Human Resources Information Technology Marketing Office Administration Project Management Safety	TBD 8 – 10 AM (1-day course)	\$59 BX Member Firms \$69 Non-Member Firms

Ohio Construction Conference

A one-day event where construction owners, design professionals, contractors, suppliers and service providers gather to gain leading-edge information, receive practical business solutions and network with hundreds of industry leaders.

Company roles for which this course may be appropriate.

Business Development/Sales
Estimating
Executive Leader
Field Management
Finance/Accounting
Human Resources
Information Technology
Marketing
Office Administration
Project Management
Safety

Next Offered

March 18, 2026
7 AM – 5 PM
(1-day conference)

Cost

\$425 | Full-day
\$325 | Half-day
\$1,050 | Group of 3

Ohio Mechanics' Lien Law

Learn who can file an Ohio mechanic's lien and how to properly file a lien. You'll also learn what is required to protect your company's lien rights.

Company roles for which this course may be appropriate.

Estimating
Executive Leader
Field Management
Finance/Accounting
Office Administration
Project Management

Next Offered

April 28, 2026
Oct. 27, 2026
8:30 – 10:30 AM
(1-day course)

Cost

\$225 BX Member Firms
\$325 Non-Member Firms

OSHA 10-Hour Training Course

The entry-level class is designed to teach the basics of construction safety. Topics covered include proper fall protection, how to protect yourself and others, how to handle electrical hazards, the dangers of scaffolding, trenching hazards and more.

Company roles for which this course may be appropriate.	Next Offered	Cost
Business Development/Sales Estimating Field Management Finance/Accounting Human Resources Information Technology Marketing Office Administration Project Management Safety Tradesperson	Company-Specific Class Available Upon Request (2-day course)	TBD

OSHA 30-Hour Training Course

Provides in-depth knowledge of OSHA compliance issues and guidelines. Topics include general worksite safety, avoiding common hazards, understanding workers' rights, employer responsibilities and more.

Company roles for which this course may be appropriate.	Next Offered	Cost
Business Development/Sales Estimating Executive Leader Field Management Finance/Accounting Human Resources Information Technology Marketing Office Administration Project Management Safety Tradesperson	Jan. 9, 16, 23 & 30, 2026 April 17, 24, May 1 & 8, 2026 Sept. 18, 25, Oct. 2 & 9, 2026 8 AM – 4:30 PM (4-day course)	\$535 BX Member Firms \$835 Non-Member Firms

Prevailing Wage

Information will be provided to help you understand the requirements of Ohio's prevailing wage law and how it impacts your company. You will also learn about the federal requirements.

Company roles for which this course may be appropriate.

Estimating
Executive Leader
Field Management
Finance/Accounting
Human Resources
Office Administration
Project Management

Next Offered

TBD
10 AM - NOON
(1-day course)

Cost

\$99 | BX Member Firms
\$149 | Non-Member Firms

Project Management for Contractors

This course will provide the basic strategies for building a quality team, making decisions under pressure, organizing projects and much more. You'll learn skills for managing a project from overview to close-out.

Company roles for which this course may be appropriate.

Field Management
Project Management
Safety

Next Offered

March 24, 26, 31 & April 2, 2026
4 – 6 PM
(4-day course)

Cost

\$399 | BX Member Firms
\$499 | Non-Member Firms

Rigging & Signal Person Training

This competent person training course will lead you through the construction industry requirements and safety regulations. It includes tips to help you remember important requirements and features a pre-test and post-test to obtain a certification card.

Company roles for which this course may be appropriate.

Field Management
Project Management
Safety
Tradesperson

Next Offered

Nov. 13, 2026
8 AM – NOON
(1-day course)

Cost

\$235 | BX Member Firms
\$335 | Non-Member Firms

Rising Leaders Institute

The Rising Leaders Institute (RLI) is an intensive program that includes classroom time, case studies, projects and networking to help develop well-rounded leadership skills with topics ranging from business operations to branding. RLI is a partnership through the OSU Fisher College of Business.

Company roles for which this course may be appropriate.	Next Offered	Cost
Business Development/Sales Estimating Field Management Finance/Accounting Human Resources Information Technology Marketing Office Administration Project Management Safety	Feb. 2027 11:30 AM – 4 PM (12-session program)	\$4,800 BX Member Firms \$5,800 Non-Member Firms

Scheduling 101

Learn to build and maintain efficient schedules that work well for everyone. This course includes information on proven scheduling techniques and the various methods that are available.

Company roles for which this course may be appropriate.	Next Offered	Cost
Estimating Field Management Office Administration Project Management	Jan. 20, 2026 3 – 6 PM (1-day course)	\$199 BX Member Firms \$299 Non-Member Firms

Spanish Vernacular for Safer Communication

The construction industry is growing in diversity and it's important that we are communicating effectively with everyone regardless of culture or linguistic background. With Spanish the second most spoken language in the construction industry, it is vital that everyone has the ability to convey information effectively.

Company roles for which this course may be appropriate.	Next Offered	Cost
Field Management Human Resources Office Administration Project Management Safety Tradesperson	TBD 8 – 10 AM (1-day course)	\$59 BX Member Firms \$69 Non-Member Firms

Standard First Aid/CPR/AED Training

Learn the basics of first aid including when and how to respond to an emergency. You'll get hands-on practice with bandaging, performing CPR and how to properly use an AED.

Company roles for which this course may be appropriate.

Next Offered

Cost

Business Development/Sales	Jan. 14, 2026	\$90 BX Member Firms
Estimating	March 13, 2026	\$120 Non-Member Firms
Executive Leader	April 22, 2026	
Field Management	May 27, 2026	
Finance/Accounting	Aug. 28, 2026	
Human Resources	Oct. 22, 2026	
Information Technology		
Marketing	8 AM – 12:30 PM	
Office Administration	(1-day course)	
Project Management		
Safety		
Tradesperson		

Substance Use Prevention and Recovery Program (Employee & Supervisor Training)

Substance Use Prevention and Recovery (SUPR), *formerly known as the Drug-Free Safety Program (DFSP)*, was developed to address workplace use and misuse of alcohol and other drugs. It's designed to help employers more effectively prevent on-the-job injuries and illnesses by integrating drug-free efforts into their overall workplace safety program. Employees will receive education on their company's policy, their responsibilities, rights and resources available to them. Supervisors will review and update necessary procedures.

Company roles for which this course may be appropriate.

Next Offered

Cost

Business Development/Sales	Feb. 5, 2026	Employee:
Estimating Supervisor:	Feb. 20, 2026	\$50 BX Member Firms
Executive Leader	March 5, 2026	\$70 Non-Member Firms
Field Management	March 27, 2026	
Finance/Accounting	Nov. 13, 2026	
Human Resources		Supervisor:
Information Technology		\$70 BX Member Firms
Marketing	Employee: 8 – 9 AM	\$90 Non-Member Firms
Office Administration	Supervisor: 9 – 10 AM	
Project Management	(1-day course)	
Safety		
Tradesperson		

Successful Project Documentation

This course provides the knowledge to help you identify project risks and explains how to manage potential damages through proper documentation.

Company roles for which this course may be appropriate.

Estimating
Executive Leader
Field Management
Finance/Accounting
Information Technology
Office Administration
Project Management
Safety

Next Offered

Nov. 3 & 5, 2026
4 – 6 PM
(2-day course)

Cost

\$199 | BX Member Firms
\$299 | Non-Member Firms

Surveying in Construction

Provides interactive training to help develop skills necessary to spot problems and improve accuracy during the building layout phase. You'll have the opportunity to use surveying equipment and other building layout tools.

Company roles for which this course may be appropriate.

Field Management
Project Management
Tradesperson

Next Offered

March 10 & 12, 2026
4 – 6 PM
(2-day course)

Cost

\$270 | BX Member Firms
\$370 | Non-Member Firms

VitalCog: Suicide Prevention in the Construction Workplace

Construction has one of the highest suicide rates in the country, making awareness essential for everyone on the jobsite—not just supervisors. This training, tailored specifically for the construction industry, focuses on recognizing early warning signs and taking the right steps to support someone experiencing a mental health crisis.

Company roles for which this course may be appropriate.

Business Development/Sales
Estimating
Executive Leader
Field Management
Finance/Accounting
Human Resources
Information Technology
Marketing
Office Administration
Project Management
Safety
Tradesperson

Next Offered

TBD
8 – 10 AM
(1-day course)

Cost

\$60 | per person

You've Been Promoted...Now What?

Supervisors are the eyes and ears of your organization, and their success is critical. While no two workplace environments are the same, the need for strong leadership and effective supervisors exists in every company. In this workshop, those with minimal experience managing others will develop the baseline skills needed to lead.

Company roles for which this course may be appropriate.	Next Offered	Cost
Business Development/Sales Estimating Executive Leader Field Management Finance/Accounting Human Resources Information Technology Marketing Office Administration Project Management Safety Tradesperson	TBD 8 AM – NOON (1-day course)	\$359 BX Member Firms \$459 Non-Member Firms

Workers' Comp Claims Management

Get answers to questions on accident investigations, EMR, unemployment, absence management and more during an interactive workshop to help you understand the Ohio workers' compensation claims process.

Company roles for which this course may be appropriate.	Next Offered	Cost
Estimating Executive Leader Field Management Finance/Accounting Human Resources Office Administration Project Management Safety	2026 8 – 9 AM (1-day course)	No Cost BX Member Firms