



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 | Next Offered | Cost |
|----------------------------|---------------------|-----------------------|
| Business Development/Sales | Aug. 30, 2022 | \$49 BX Member Firms |
| Estimating | 8 – 10 AM | \$59 Non-Member Firms |
| Executive Leader | (1-day course) | |
| Field Management | | |
| Finance/Accounting | | |
| Human Resources | | |
| Information Technology | | |
| Marketing | | |
| Office Administration | | |
| Project Management | | |
| Safety | | |

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 | Next Offered | Cost |
|----------------------------|-----------------------|-------------|
| Business Development/Sales | Fall 2022/Spring 2023 | TBD |
| Estimating | | |
| Executive Leader | | |
| Field Management | | |
| Finance/Accounting | | |
| Human Resources | | |
| Marketing | | |
| Office Administration | | |
| Project Management | | |
| Safety | | |

Conflict Resolution

Discover how to properly manage conflict and avoid problems – at work, at home and in social settings. Learn the key to finding common ground and resolution.

| Company Roles | 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) | \$269 BX Member Firms \$369 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 | Next Offered | Cost |
|---|---------------------------------------|---|
| Business Development/Sales Finance/Accounting Human Resources Information Technology Marketing Office Administration | 2023 8 AM – NOON (1-day course) | \$180 BX Member Firms \$280 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 | Next Offered | Cost |
|--|------------------------------------|---|
| Business Development/Sales Estimating Field Management Marketing Office Administration Project Management Safety | 2023 4 – 6 PM (2-day course) | \$180 BX Member Firms \$280 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 | Next Offered | Cost |
|---|--|---|
| Business Development/Sales Estimating Field Management Office Administration Project Management | Oct. 11, 13, 18 & 20, 2022 4 – 6 PM (4-day course) | \$360 BX Member Firms \$460 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 during meetings and on the jobsite.

| Company Roles | Next Offered | Cost |
|--|--|---|
| Business Development/Sales Field Management Marketing Office Administration Project Management Safety | Nov. 1 & 3, 2022 4 – 6 PM (2-day course) | \$180 BX Member Firms \$280 Non-Member Firms |

Diversity, Equity & Inclusion in Construction

Learn about sustainable diversity as a business strategy and means to a better bottom line. Recognize the individual prejudices that we all carry and how to interact with people as individuals, rather than as members of a certain group

| Company Roles | Next Offered | Cost |
|---|---------------------|-------------|
| Business Development/Sales Estimating Executive Leader Field Management Finance/Accounting Human Resources Information Technology Marketing Office Administration Project Management Safety | TBD | TBD |

Drug-Free Safety Program Training (Employee & Supervisor)

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 | Next Offered | Cost |
|----------------------------|-----------------------|------------------------------|
| Business Development/Sales | Sept. 21, 2022 | \$40 / \$60 BX Member Firms |
| Estimating | Nov. 8, 2022 | \$60 / \$80 Non-Member Firms |
| Executive Leader | | |
| Field Management | Employee: 8 – 9 AM | |
| Finance/Accounting | Supervisor: 9 – 10 AM | |
| Human Resources | (1-day course) | |
| Information Technology | | |
| Marketing | | |
| Office Administration | | |
| Project Management | | |
| Safety | | |

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 | Next Offered | Cost |
|----------------------------|---------------------|------------------------|
| Business Development/Sales | 2023 | \$360 BX Member Firms |
| Estimating | 4 – 6 PM | \$460 Non-Member Firms |
| Field Management | (4-day course) | |
| Office Administration | | |
| Project Management | | |

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 | Next Offered | Cost |
|----------------------------|----------------------|--------------------------|
| Business Development/Sales | Sept. 2023 | \$6,300 BX Member Firms |
| Estimating | | \$6,800 Non-Member Firms |
| Executive Leader | (11-session program) | |
| Field Management | | |
| Finance/Accounting | | |
| Human Resources | | |
| Information Technology | | |
| Marketing | | |
| Project Management | | |
| Safety | | |

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

Field Management
Project Management
Safety

Next Offered

Oct. 19, 2022
2 – 5:30 PM
(8-session program)

Cost

\$4,200 BX Member Firms
\$4,700 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

Field Management
Project Management
Safety

Next Offered

2023
4 – 6 PM
(4-day course)

Cost

\$360 BX Member Firms
\$460 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

Field Management
Project Management
Safety

Next Offered

Sept. 13, 15, 20 & 22, 2022
4 – 6 PM
(4-day course)

Cost

\$360 BX Member Firms
\$460 Non-Member Firms

Financial Tools for the Trades

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

Field Management
Office Administration
Project Management
Safety

Next Offered

2023
8 – 11 AM
(1-day course)

Cost

\$180 BX Member Firms
\$280 Non-Member Firms

Intergenerational Management

The next demographic shift – Gen Z - is entering the workplace with different expectations from generations before. Discover strategies to help you better recruit, train, coach, motivate and manage across the generations.

| Company Roles | Next Offered | Cost |
|---|---------------------|-------------|
| Business Development/Sales Estimating Executive Leader Field Management Finance/Accounting Human Resources Information Technology Marketing Office Administration Project Management Safety | TBD | TBD |

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 | Next Offered | Cost |
|--|------------------------------------|---|
| Field Management Project Management Safety | 2023 4 – 6 PM (4-day course) | \$360 BX Member Firms \$460 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 | Next Offered | Cost |
|---|--|---|
| Business Development/Sales Estimating Executive Leader Field Management Finance/Accounting Human Resources Information Technology Marketing Office Administration Project Management Safety | 2023 8 AM - NOON (3-session program) | \$1,500 BX Member Firms \$1,750 Non-Member Firms |

Managing the Problem Project

Learn to recognize the early warning signs of a problem project and acquire practical tools for handling one. You'll gain information on the mediation and arbitration processes and learn skills to help you communicate with key parties while under pressure.

Company Roles

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

Next Offered

2023
3 – 6 PM
(1-day course)

Cost

\$135 BX Member Firm
\$235 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

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

Next Offered

TBD
(1-day course)

Cost

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

Negotiation Skills

Discover the core components to successful negotiations. Through class exercises, learn about managing emotions, how to handle difficult people and learn comprehensive planning elements.

| Company Roles | Next Offered | Cost |
|---|---------------------|-------------|
| Business Development/Sales Estimating Executive Leader Field Management Finance/Accounting Human Resources Information Technology Marketing Office Administration Project Management Safety | TBD | TBD |

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 | Next Offered | Cost |
|---|---|--|
| Business Development/Sales Estimating Executive Leader Field Management Finance/Accounting Human Resources Information Technology Marketing Office Administration Project Management Safety | March 15, 2023 7 AM – 5 PM (1-day conference) | \$380 Full-day \$265 Half-day |

Ohio Mechanics' Lien Law: The Hows & Whys of the Paperwork

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 | Next Offered | Cost |
|---|---|---|
| Estimating Executive Leader Field Management Finance/Accounting Office Administration Project Management | Dec 8, 2022 8 – 10:30 AM (1-day course) | \$200 BX Member Firms \$300 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

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

Next Offered

Oct. 18 & 20, 2022
8 AM – 2:30 PM
(2-day course)

Cost

\$225 BX Member Firms
\$375 Non-Member Firms

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

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

Next Offered

Sept. 30, Oct. 7, 14, & 21, 2022
8 AM – 4:30 PM
(4-day course)

Cost

\$525 BX Member Firms
\$825 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 | Next Offered | Cost |
|---|-------------------------------------|---|
| Business Development/Sales Estimating Executive Leader Field Management Finance/Accounting Human Resources Marketing Office Administration Project Management | 2023 9 – 11 AM (1-day course) | \$49 BX Member Firms \$59 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 | Next Offered | Cost |
|--|------------------------------------|---|
| Business Development/Sales Field Management Project Management Safety | 2023 4 – 6 PM (4-day course) | \$360 BX Member Firms \$460 Non-Member Firms |

Qualified 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 | Next Offered | Cost |
|--|---|---|
| Field Management Project Management Safety | Oct. 28, 2022 7:30 AM – 4 PM (1-day course) | \$315 BX Member Firms \$415 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

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

Next Offered

Feb. 2023
11:30 AM – 4 PM
(12-session program)

Cost

\$4,100 BX Member Firms
\$4,600 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

Estimating
Field Management
Office Administration
Project Management

Next Offered

2023
4 – 6 PM
(2-day course)

Cost

\$180 BX Member Firms
\$280 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

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

Next Offered

Sept. 15, 2022
Oct. 13, 2022
Nov. 4, 2022
8 AM – 12:30 PM
(1-day course)

Cost

\$70 BX Member Firms
\$100 Non-Member Firms

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

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

Next Offered

Oct. 4 & 6, 2022
4 – 6 PM
(2-day course)

Cost

\$180 BX Member Firms
\$280 Non-Member Firms

Surveying for 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

Field Management
Project Management

Next Offered

Sept. 27 & 29, 2022
4 – 6 PM
(2-day course)

Cost

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

Team Building Fundamentals

Using the Terra Nova team building model, participants will experience real-world challenges faced by organizations and learn how to align individual, team and organizational goals. Attendees will discover the tools and understanding needed to craft solutions, improve productivity and achieve outstanding business results.

Company Roles

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

Next Offered

Sept. 16, 2022
8 AM – NOON
(1-day course)

Cost

\$400 BX Member Firms
\$500 Non-Member Firms

Workers' Comp Claims

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

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

Next Offered

2023
(1-day course)

Cost

\$49 BX Member Firms
\$59 Non-Member Firms