



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	TBD	\$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	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	April 27, 2023 8 AM – NOON (1-day course)	\$199 BX Member Firms \$299 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	Jan. 24 & 26, 2023 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	Next Offered	Cost
Business Development/Sales Estimating Field Management Office Administration Project Management	Oct. 10, 12, 17 & 19, 2023 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	Next Offered	Cost
Field Management Office Administration Project Management Safety	May 16, 2023 8 – 11 AM (1-day course)	\$199 BX Member Firms \$299 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. 7 & 9, 2023 4 – 6 PM (2-day course)	\$199 BX Member Firms \$299 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 Estimating Executive Leader Field Management Finance/Accounting Human Resources Information Technology Marketing Office Administration Project Management Safety	Employee: 8 – 9 AM Supervisor: 9 – 10 AM (1-day course) Feb. 10, 2023 March 10, 2023 March 24, 2023 May 12, 2023 Sept. 20, 2023 Nov. 7, 2023	\$50 / \$70 BX Member Firms \$70 / \$90 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	Next Offered	Cost
Business Development/Sales Estimating Field Management Office Administration Project Management	Feb. 21, 23, 28 & March 2, 2023 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	Next Offered	Cost
Business Development/Sales Estimating Executive Leader Field Management Finance/Accounting Human Resources Information Technology Marketing Project Management Safety	Sept. 2023 (11-session program)	\$6,300 BX Member Firms \$6,800 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	Next Offered	Cost
Field Management Project Management Safety	Oct. 2023 2 – 5:30 PM (8-session program)	\$4,200 BX Member Firms \$4,500 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

Sept. 12, 14, 16 & 18, 2023
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

Field Management
Project Management
Safety

Next Offered

2024
4 – 6 PM
(4-day course)

Cost

\$399 BX Member Firms
\$499 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

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

Next Offered

TBD

Cost

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	April 11, 13, 18 & 20, 2023 4 – 6 PM (4-day course)	\$399 BX Member Firms \$499 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	April 4, 18 & May 2, 2023 8 AM - NOON (3-session program)	\$1,700 BX Member Firms \$2,000 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	Next Offered	Cost
Business Development/Sales Executive Leader Field Management Finance/Accounting Office Administration Project Management Safety	March 30, 2023 3 – 6 PM (1-day course)	\$150 BX Member Firm \$250 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	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

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

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

Next Offered

March 15, 2023
7 AM – 5 PM
(1-day conference)

Cost

\$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

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

Next Offered

Dec. 8, 2022
May 4, 2023

8 – 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

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

Next Offered

TBD
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

Jan. 13, 20, 27 & Feb. 3, 2023
April 7, 14, 21 & 28, 2023
Sept. 8, 15, 22 & 29, 2023

8 AM – 4:30 PM
(4-day course)

Cost

\$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	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	March 7, 9, 14 & 16, 2023 4 – 6 PM (4-day course)	\$399 BX Member Firms \$499 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	April 12, 2023 Nov. 10, 2023 7:30 AM – 4 PM (1-day course)	\$335 BX Member Firms \$435 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. 2024
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

May 9 & 11, 2023
4 – 6 PM
(2-day course)

Cost

\$199 BX Member Firms
\$299 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

Jan. 18, 2023
Feb. 17, 2023
March 3, 2023
March 31, 2023
April 26, 2023
Oct. 13, 2023
Nov. 3, 2023

8 AM – 12:30 PM
(1-day course)

Cost

\$90 BX Member Firms
\$120 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	Next Offered	Cost
Estimating Executive Leader Field Management Finance/Accounting Information Technology Office Administration Project Management Safety	Oct. 24 & 26, 2023 4 – 6 PM (2-day course)	\$199 BX Member Firms \$299 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	Next Offered	Cost
Field Management Project Management	Sept. 26 & 28, 2023 4 – 6 PM (2-day course)	\$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	Next Offered	Cost
Business Development/Sales Estimating Executive Leader Field Management Finance/Accounting Information Technology Marketing Office Administration Project Management Safety	TBD 8 AM – NOON (1-day course)	\$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