



# Business Improvement Seminars 2015-2016

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CITB NI is providing a series of short seminars on a range of topical business issues. Each session will last for 45 minutes and there will be opportunities to ask the expert speakers questions after the presentation.

In addition, CITB NI will provide a short overview of the Top 10 services provided to the construction industry. The presentation will cover the wide range of products and services available including grants, training, publications and levy. This is your opportunity to find out what is available to you and your business in 2015/2016.

## Programme

- 9:00am Registration
- 9:15am CITB NI Top 10
- 9:35am Business Improvement Seminar
- 10:35am Q&A
- 10:45am Close

*Refreshments will be provided on arrival.*

Topic (click to book)	Date	Venue
<a href="#">Building Information Modelling</a>	Wednesday 14 October 2015	CITB NI, Crumlin
<a href="#">Credit Control</a>	Wednesday 18 November 2015	Glenavon Hotel, Cookstown
<a href="#">Managing remote teams</a>	Wednesday 10 February 2016	CITB NI, Crumlin
<a href="#">Sales &amp; Marketing</a>	Wednesday 9 March 2016	Killyhevlin Hotel, Enniskillen
<a href="#">Waste Management</a>	Wednesday 20 April 2016	White Horse Hotel, Derry/Londonderry
<a href="#">Tendering</a>	Wednesday 22 June 2016	CITB NI, Crumlin

## Cost

**FREE** to CITB NI registered employers – please have your registration number when booking.  
For all other attendees a charge of £10 will apply.

Health and Safety Works NI, the small business advisory service of HSENI, will also be in attendance.

## Building Information Modelling (BIM)

[click to book](#)

This seminar will look at:

- the origins and benefits of BIM
- how it affects contractors and suppliers
- what software to use
- drivers of BIM including Government strategy and private sector clients
- what next for BIM?

## Credit Control

[click to book](#)

This session will provide information and guidance on cost control in your business:

- how to control costs
- the importance of records and record keeping
- tracking payments and following up on outstanding payments
- under-pricing work and underestimating completion
- the importance of a contract for debt recovery and understanding the contract
- the working capital cycle.

## Managing Remote Teams / Working Remotely

[click to book](#)

This session will provide advice on managing remote teams and working remotely:

- selecting, retaining and supporting the staff
- living away from home issues
- standardising procedures and reporting mechanisms
- communication
- health and safety including lone working, stress awareness, emergency procedures
- training and development.

## Sales and Marketing

[click to book](#)

This session will teach you how to:

- identify your unique selling point (USP)
- tools and techniques to help you understand your customer
- customer relationship management, customer surveys and staying in touch
- understanding your competitors and where to find out information
- sales techniques to generate new business and maximise opportunities with existing customers
- maximise your return on marketing investment through low cost options including advertising and PR.

## Waste Management

[click to book](#)

This seminar will provide advice on waste management issues including:

- legislation
- industry targets
- environmental management good practice
- employee involvement
- regular inspections and audits
- site waste management plans and their benefits
- tips for reducing, reusing and recycling waste.

## Tendering

[click to book](#)

This seminar will provide an overview of the tender process including:

- identifying and selecting tenders
- project appreciation – tender documentation, site visits, enquiries and quotations
- pricing – labour rates, plant rates, materials, waste, subcontractors
- preliminaries / overheads – time related items, lump sums, method statement
- tips and techniques on writing and formatting bids; feedback and how to use it.

For further information and advice please contact:



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