



## Tips for Succeeding At Work (Workplace Culture)

The construction/Industrial Manufacturing industry is no different from any other work environment when it comes to establishing best practices for working well with others and achieving success in the workplace. Listed below are some ideas to assist you in being productive and successful.

1. **Respect is the most important rule of all.** Treat people the way you want to be treated and always demonstrate good character.
2. **Keep your personal life out of the workplace.** *For example*, no one needs to know details of your marital problems. Maintain a balance between work and home life.
3. **Dress professionally.** Make sure that your shoelaces are tied, that you wear clean clothing, and that your clothing is appropriate. *For example*, no holes, correct size, and no objectionable content.
4. **Adhere to safety regulations on the jobsite.** Safety gear must be worn appropriately. When in doubt, ask someone. *Think about it!* Is it really worth time off or losing your job for not following safety regulations?
5. **Respect others' thoughts and opinions; avoid arguments.** There is value in listening; in not sharing how you feel at the time; and in keeping an open mind.
6. **Never publicly criticize another co-worker, no matter how she/he is.** It is always better to address concerns discreetly and privately with the person rather than openly. *For example*, you would not criticize another co-worker at a safety meeting.
7. **Assume the responsibility for your mistakes.** We all make them.
8. **Work safely; you want to be doing this for a long time.** Look out for your co-workers so that everyone will go home safe at the end of each work day. Never compromise safety and always follow jobsite rules.
9. **Know and follow the chain of command on your worksite.** Not doing so can create unnecessary problems.
10. **Do what you are asked to do.** In this industry, we all have to do jobs we do not like at times. This is part of the job. *For example*, if you are told to perform a particular job that is safe; do so with skill, pride, and integrity.
11. **Expand your skills and knowledge.** Doing so will allow you to become well-rounded in your field and allow you to remain employable as you advance in your career. *For example*, if you have been doing metal stud framing and would like to get experience in lay-out, talk to the foreman or superintendent to see if this opportunity is available. Remember, it is not always *what* you say, but *how* you say it.



12. **Always come to work on time and be fully prepared.** When fortunate enough to work overtime, you must be prepared. Often you may not know the day before. Have extra snacks in your lunch so you can be ready for a long day at work and for overtime.
13. **Take good care of yourself.** A good nutritious diet, proper rest, and positive attitude will prepare you for each work day.
14. **As in all jobs, problems will arise.** Humor always helps to diffuse a situation. If humor does not work well for you, develop a method that does.
15. **Get support when you need it.** You may be the only woman on the job, but that does not mean you have to go through a difficult situation by yourself. Reach out to your shop steward, a trusted co-worker, or to the Sisters committee for guidance and support.
16. **Be prepared for projects to end.** Layoffs are part of the business. That's because every construction project comes to an end. Don't take it personal.
17. **Since there are very few women in our field we stick out.** All eyes will be on you. Make sure you are always working. By doing so, you will stand out as a hard worker and your reputation will follow you.
18. **Build up your tool collection.** Do not lend tools or borrow tools. If you need to borrow it once, then you need to buy your own. When you are making good money, buy a tool a week. The instructors or journeyman will tell you what tools to buy. Keep your tools clean and in good condition. And mark them so you will know which ones are yours. Good tools make a difficult job easier.
19. **Learn a lot and do your best.** You will want to learn as much as you can and aim to be the best tradeswoman you can be. Some things you will be able to do the first day. Others will take years to learn. Most of us could not toe-nail the first few times we tried it. The more aspects of the trade you learn, the more marketable you are.
20. **Be flexible about work.** There may be times when you have to work independently and also as a team member. *For example*, if you are a materials handler you may be working alone.
21. **Show initiative.** Instead of waiting to be asked to get something, *you ask* if they need you to get something first.
22. **Carry extra clothes in your car.** You never know when the weather may change or your clothing may become extremely dirty or torn.
23. **Find an ally on site or in your company.** Seek out someone you can talk with and ask work-related questions at break and lunch.
24. **Be helpful and involved.** Develop your skills and network by helping co-workers, family, and community groups with projects.
25. **Give the employer 8 for 8 (8 hours of work for 8 hours of pay).**