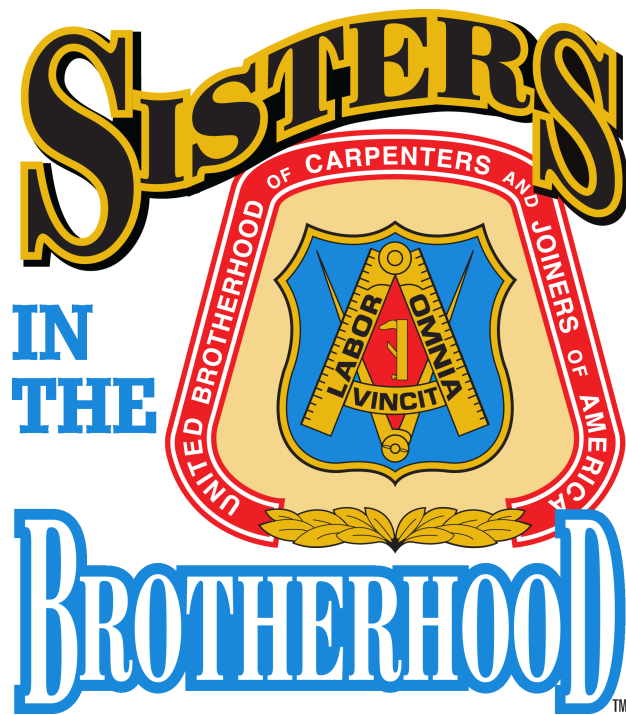


Sisters in the Brotherhood

SIB Committee Chairs: Council Relationship-Building Handbook

“Information to Help SIB Chairs Succeed”



Introduction

Your Council can provide monetary, staff, and political support SIB Committees need to succeed. Therefore, having the support of your Council is critical.

Gaining this support involves developing and maintaining positive relationships with your Council. This handbook contains **9** ways to build these relationships:

1. Learn the Structure of your Council
2. Show that you Support your Council
3. Show that you are Interested in Learning
4. Show that you are a Team Player
5. Be Visible within your Council
6. Look like a Professional
7. Act like a Professional
8. Talk like a Professional
9. Build a Positive Reputation

This handbook also contains useful **Website & Book Resources** as well as **Forms** to help you create your relationship-building plan.

We wish you much success as SIB Committee Chair and we hope you find this information useful. If you have any questions, please contact your District Representative.

Canadian District	Amanda Leggette	aleggette@myparc.ca
Eastern District	Susan Schultz	sschultz@northeastcarpenters.org
Midwestern & Southern Districts	Barbara Pecks	bpecks@ncsrcc.org
Western District	Amber McCoy	ambermccoy@pnci.org

In solidarity,

The International Sisters in the Brotherhood Committee

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- 1. Learn the Structure of your Council:** Learn the chain-of-command and how it works.

A. Things to Know

1. The name of your District Vice President
2. The name of your EST
3. The names of key people who report directly to your EST (e.g., deputy/assistant EST, secretary)
4. The responsibilities of key people within the Council
5. The preferred method of contact for key people within the Council (e.g., email, text, telephone)
6. The protocol for contacting key people within the Council (e.g., all requests might go through an administrative assistant)
7. The name of one person who is the “main contact” you can email/call with questions

B. Things to Do

1. Contact the administrative assistant/secretary in your Local office to get information
2. Contact a previous or current Staff member you know at the Local level
3. Contact the administrative assistant/secretary in your Council office to get information
4. Contact a previous or current Staff member you know at the Council level
5. Visit the website of your Council
6. Read the Council newsletter
7. Read public information posted by Locals that contain Council information
8. Review emails or written letters received from your Council

C. What’s In It For You?

1. Can help you learn the names of the “right” people to contact for information
2. Can help you develop a “go to ally” to contact for information and/or advice
3. Can help you learn how the communication flow works within your Council
4. Can help you avoid mistakes of stepping outside the proper chain-of-command when communicating with the Council

D. Challenges you might face

1. Questions about why you are interested in knowing this information
2. Key people being reluctant to talk with you
3. Key people not being interested in the SIB Committee

E. Ways to overcome Challenges

1. Present your SIB Committee as wanting to support the Council
2. Present your chair role as wanting to support the Council
3. Present your interest as a desire to learn the process for making contact with the Council
4. Present your interest as a desire to learn ways you can provide the Council with useful information about the SIB Committee
5. Present your interest as a desire to learn the types of information your Council might want to receive from the SIB Committee

- 2. Show that you Support your Council:** Demonstrate that you understand relevant goals and will assist in fulfilling those goals.

A. Things to Know

1. The challenges your Council is facing involving issues like retention, jobs, or contractors
2. The current and future goals of your Council involving issues like retention, jobs, or contractors
3. The kind of worker campaigns the Council is pursuing
4. The kind of issues that are discussed at union meetings
5. The kind of political issues that are important to the Council

B. Things to Do

1. Attend Local Union meetings
2. Participate in campaigns to get union-friendly candidates elected
3. Participate in campaigns focusing on workers wages
4. Visit the Council/Local Websites
5. Visit the UBC International Website (www.carpenters.org)
6. Read the Council newsletter
7. Read the UBC International Newsletter
8. Sign Up for the UBC Text – 91990

C. What's In It For You?

1. Can give you a chance to network with Union members who might assist your SIB Committee
2. Can show that your Council and your SIB Committee have similar goals

D. Challenges you might face

1. Men might not be used to seeing women participate in certain activities
2. Women might not be used to participating with men in certain activities

E. Ways to overcome Challenges

1. Learn as much as possible about issues before attending Union meetings, political campaigns, and workers wages campaigns
2. Use your knowledge to demonstrate your ability to contribute at Union meetings, political campaigns, and workers wages campaigns
3. Show up
4. Take on duties that allow you to play an equal role when you do show up

- 3. Show that you are Interested in Learning:** Determine the skills you need to succeed and participate in training to gain those skills.

A. Things to Know

1. The skills your Council views as important
2. The skills the UBC views as important
3. The skills that could help you be a better communicator and leader
4. The skills that could help you improve your work opportunities or job performance
5. The opportunities your Council is providing to learn new skills

B. Things to Do

1. Create a list of the challenges you have in communicating with others
2. Create a list of the challenges you have in leading others
3. Create a list of the skills that could help you improve your work opportunities or job performance
4. Contact your Local to see what training opportunities might be available
5. Contact your Training Center to see what training opportunities might be available
6. Contact your Council to determine what training opportunities might be available
7. Contact your local Community College to see what classes might be available
8. Attend Union meetings, participate in Union events, read Union newsletters, read Union magazines to:
 - a. Find out information about “future” job trends
 - b. Find out information about “present” job opportunities
 - c. Find out information about skills needed to succeed on the job

C. What’s In It For You?

1. Can help you learn what is needed to get and keep a job
2. Can help you gain the skills needed to get and keep a job
3. Can help you get recognized as someone who is interested in learning and advancing

D. Challenges you might face

1. Limited opportunities to participate in training
2. Training opportunities might occur at inconvenient times

E. Ways to overcome Challenges

1. Be persistent without being a pest – keep your name on the list
2. Ask for information about all the options – times, dates, months
3. Make adjustments to fit one of the available options
4. Use the Website Resources in this Handbook for personal development when possible

- 4. Show that you are a Team Player:** Know what you are expected to do when working with others and make sure you fulfill your role.

A. Things to Know

1. What role you are expected to play when working with others
2. The kind of impact your performance/contribution has on others
3. The kind of skills you can bring to the team
4. The protocol and process of working with the team leader and others
5. The best practices of leading members when you are a team leader

B. Things to Do

1. Be clear on your responsibilities, tasks, and deadlines
2. Be dependable – do your part
3. Be flexible – do not always push to get your way
4. Be trustworthy – do not work with the team leader to get things done and ignore relevant team members
5. Support team decisions – work with the team to implement decisions even if all your ideas were not accepted
6. Involve all relevant team members – do not form a clique with 1 or 2 team members and ignore everyone else
7. Share information that might be useful to other team members

C. What's In It For You?

1. Can have less conflicts when working with team members
2. Can make it easier for you to complete your tasks
3. Can have more team members that are willing to share information with you
4. Can have more team members that are willing to help you with your tasks
5. Can gain the kind of reputation that leads to greater career opportunities at the Council or International level
6. Can gain the kind of reputation that leads to greater assistance from your Council
7. Can gain the kind of reputation that encourages more Sisters to join your SIB Committee

D. Challenges you might face

1. Individuals that form cliques with 1 or 2 people
2. Individuals playing office politics by making side reports to the team leader or Council leadership
3. Individuals who refuse to complete their tasks
4. Individuals who act rude or belligerent
5. You lack the skills to work as a team member or team leader

E. Ways to overcome Challenges

1. Do not participate in office politics
2. Do not form cliques with other team members
3. Talk one-on-one with individuals if their tasks affect what you need to accomplish
4. Talk one-on-one with individuals to clarify what you consider civil communication
5. If you are a team member – contact the team leader to explain the problem, the impact on your contributions, and your attempts to resolve the problem
6. If you are a team leader – contact the appropriate Union leadership to explain the problem, the impact on your team’s contributions, and your attempts to resolve the problem
7. Use the Website Resources in this Handbook to gain skills
8. Take training in teamwork

- 5. Be Visible within your Council:** Show up in all the right places and participate in causes that have been sanctioned by your Council.

A. Things to Know

1. The types of ongoing events where Brothers and Sisters are involved (e.g., Habitat for Humanity)
2. The types of special events where the Council/Local might be planning (e.g., local union picnic/skill events, union area District walks, filming a video of union members)

B. Things to Do

1. Attend Local Union meetings
2. Visit the Council/Local Website
3. Read the Council newsletter
4. Sign Up for the UBC Text – 91990

C. What's In It For You?

1. Can give you a chance to network with Union members who might assist your SIB Committee
2. Can show that your Council and your SIB Committee have similar goals
3. Might give you ideas on types of events your SIB Committee might consider
4. Might give you ideas about the process your SIB Committee might use for a similar event
5. Might allow you to connect with key individuals to contact for a similar SIB Committee event

D. Challenges you might face

1. Men might not be used to seeing women participate in certain activities
2. Women might not be used to participating with men in certain activities

E. Ways to overcome Challenges

1. Learn as much as possible about the event before participating
2. Use your knowledge to demonstrate your ability to contribute at the event
3. Show up
4. Take on duties that allow you to play an equal role when you do show up

- 6. Look like a Professional:** Wear the kind of clothes that will allow you to get recognized in a positive way by your leadership.

A. Things to Know

1. The type of “everyday” attire your Council expects based on your position
2. The type of attire that is appropriate when participating in specific events (e.g., conferences)
3. The type of attire that is appropriate when taking training at the ITC or Regional Council facilities
4. The type of attire that is appropriate when visiting UBC Council offices
5. The type of proper attire for the job site

B. Things to Do

1. Look at pictures that have been posted from participants that attended training or events at the Council or ITC
2. Ask your Council or Local about the expected attire when attending training or events at the Council or ITC
3. Ask people who have previously participated in events at the Council or ITC about the expected attire
4. Match what you wear to what you will do – jeans and tennis may be appropriate if you are “attending” a training class at the ITC, but inappropriate if you are teaching the class

C. What’s In It For You?

1. Will not stand out in a “negative” way when attending an event
2. Can be recognized as someone who is willing to adhere to protocols and practices involving attire
3. Can be recognized as someone who can be invited to different social situations
4. Can contribute to the Council having a positive image of you and your SIB Committee
5. Can contribute to the Council offering greater support to you and your SIB Committee

D. Challenges you might face

1. May not have the money to buy a variety of clothes for different occasions at the Council or ITC
2. May be in a situation where you were unaware of the appropriate attire
3. May work with other women who criticize you for changing what you wear

E. Ways to overcome Challenges

1. Stick with Black, the color for every occasion – Buy one outfit that includes a black pair of slacks, a solid or print shirt, and black shoes
2. Keep outfit ready – Keep your one outfit and shoes in your car at all times or include it in your luggage if you are flying
3. Focus on your success – Know what you want to achieve at the UBC and do not be diverted by women who try to discourage you from pursuing your goals

- 7. Act like a Professional:** Act in a way that leaves a positive impression on your leadership, co-workers, and others.

A. Things to Know

1. The kind of conduct and attitude that will allow you to be recognized as someone who is positive
2. The kind of conduct and attitude that will allow you to be recognized as someone who can be a role model for others
3. The kind of conduct and attitude that will allow you to be recognized as someone who other people want to work with

B. Things to Do

1. When in a professional setting, act like a professional
 - a. Sit in a chair – not on a table
 - b. Keep your feet on the floor – not on the table
 - c. Greet people with a handshake
 - d. Greet people with a smile instead of a frown
2. Follow the process for the situation or event
 - a. Be timely
 - b. Arrive on time
 - c. Wait until the event is over to leave
 - d. Return from breaks and lunch on time
 - e. Follow protocols regarding cell phones
 - f. Wait your turn instead of moving ahead of everyone else
 - g. Raise your hand for recognition instead of yelling out loud
3. Have some standard “positive” comments you can use to start or contribute to the conversation – comments about the topics, the location, the timeframe, the food, the people
4. Have some standard “positive” personal information to share about you – comments about your job, your training, your career goals
5. Have some standard “positive” information to share about your Union activities – a recent event you participated in at your Local or Council, something your SIB Committee has recently accomplished, future plans for your SIB Committee
6. Be consistent in your actions – do not act warm sometimes and hostile at other times

C. What's In It For You?

1. Will not stand out in a “negative” way when attending an event
2. Can be recognized as someone who is willing to adhere to protocols and practices involving behavior
3. Can be recognized as someone who can be invited to different social situations
4. Can contribute to the Council having a positive image of you and your SIB Committee
5. Can contribute to the Council offering greater support to you and your SIB Committee

D. Challenges you might face

1. May be in a situation where you are not sure of the proper protocols or processes
2. May work with women who criticize you for acting different

E. Ways to overcome Challenges

1. Focus on your success – Know what you want to achieve at the UBC and do not be diverted by women who try to discourage you from pursuing your goals
2. Observe what others do – just watch others if unsure about what to do in certain situations

- 8. Talk like a Professional:** Talk in a way that leaves a positive impression on your leadership, co-workers, and others.

A. Things to Know

1. The kind of language that will allow you to be recognized as someone who is positive
2. The kind of language that will allow you to be recognized as someone who is professional
3. The kind of language that will allow you to be recognized as someone who can be a role model for others
4. The kind of language that will allow you to be recognized as someone who other people want to work with

B. Things to Do

1. Watch what you say in Public
 - a. Be a Union supporter – do not talk negatively about issues the Union supports; be positive, be neutral, or be silent
 - b. Be a Leadership supporter – do not talk negatively about your Council or Local leadership; be positive, be neutral, or be silent
 - c. Be a Member supporter – do not talk negatively about your Brothers or Sisters; be positive, be neutral, or be silent
2. Be civil in your conversations – do not use profanity, off-color jokes, or make fun of others
 - a. Be constructive when disagreeing
 - b. Focus on the issue when disagreeing – do not attack the person
 - c. Listen to the other person's point-of-view – do not do all the talking
 - d. Remain calm and talk normally – do not yell or curse
3. Offer ideas when disagreeing – share 1 or 2 ideas for making improvements
4. Look for ways to move forward – identify 1 or 2 areas where you do agree
5. Watch what you repeat
 - a. Be careful about repeating what you heard
 - b. Be careful who you share information with

C. What's In It For You?

1. People will not be able to share negative comments from you with the Council or Local
2. People will not be able to label you as someone who gossips about others
3. Can be recognized as someone who can be trusted with sensitive information
4. Can be recognized as someone who can look at all sides of an issue
5. Can be recognized as someone who does not just disagree, but is willing to look for solutions
6. Can be recognized as someone who is willing to adhere to protocols and practices involving behavior
7. Can be recognized as someone who can be invited to different social events
8. Can contribute to the Council having a positive image of you and your SIB Committee
9. Can contribute to the Council offering greater support to you and your SIB Committee

D. Challenges you might face

1. May lack the skills needed to manage disagreements
2. May be in a situation where the other person is persistent in arguing with you
3. May be in a situation where other people are all contributing negative comments about the Council, Local, Brothers, or Sisters

E. Ways to overcome Challenges

1. Use the Website Resources in this Handbook to gain some skills
2. Take training in areas like conflict management and effective communication
3. Practice with a friend if you know you might be in a difficult situation where a conflict might occur
4. Walk away from the negative group and get busy doing something else
5. Walk away from the arguing person and get busy doing something else

- 9. Build a Positive Reputation:** Become known as the kind of person who is trustworthy, reliable, and hard working.

A. Things to Know

1. The factors that contribute to a positive reputation
2. The things you can do to build or improve your reputation

B. Things to Do

1. Make sure your written and electronic communications send a positive message about you
 - a. Look at what you say in emails
 - b. Look at what you say in text messages
 - c. Look at what you say in tweets
 - d. Look at what you post on Facebook
 - e. Look at how you work with team members
 - f. Look at how you dress
 - g. Look at how you talk
 - h. Look at how you act
2. Be a leader – do the right thing and best thing in every situation, regardless of what other women do
3. Be a role model – talk, act, and dress in a way that can get you noticed by people who can have a positive impact on your career
4. Be a hard worker – do what you are expected to do and even more when possible
5. Be consistent – let people see that your positive values, attitude, and actions are always on display, regardless of the situation

C. What's In It For You?

1. Can contribute to new job or career opportunities within the Council or International
2. Can contribute to new job or career opportunities with End-users
3. Can contribute to the Council having a positive image of you and your SIB Committee
4. Can contribute to the Council offering greater support to you and your SIB Committee

D. Challenges you might face

1. May encounter women who try to discourage you from making the kind of changes required for building a positive reputation

E. Ways to overcome Challenges

1. Focus on your success – know what you want to achieve at the UBC and do not be diverted by women who try to discourage you from pursuing your goals

Website & Book Resources

Internet Website Resources

1. Career Tips – <http://www.careerealism.com/workplace-relationships/>
2. Various Articles on Personal and Professional Development – www.mindtools.com
3. Professionalism Tips – <http://www.theglobeandmail.com/report-on-business/small-business/sb-tools/top-tens/ten-ways-for-women-to-raise-their-professional-profiles/article11369280/>
4. Communication and People Skills Tips:
 - [People Skills – Why Networking Skills are Important](#)
 - [People Skills – Why Questioning Skills are Important](#)
 - [People Skills Tips and Strategies](#)
 - [People Skills – Why Negotiation Skills are Important](#)
 - [How to Persuade Others](#)
 - [Why do you need People Skills ?](#)
 - [People Skills – Effective Listening Skills](#)
 - [What is Empathy?](#)
 - [How to Build Professional Rapport](#)
 - [How to Build Professional Relationships](#)
 - [How Do You Resolve Conflict](#)
 - [How do you Influence People](#)
 - [Do you know When to ask and Provide Feedback](#)
 - [Do you know When to be Assertive](#)
 - [How to Improve Communication Skills](#)
 - [Expressing Thoughts and Feelings Effectively](#)
 - [Different Types of People Skills](#)

SIB Website Resources

1. Career Strategies for Sisters

[Tips for Succeeding at Work](#)

[Gaining Allies](#)

2. Leadership Strategies for SIB Committees

[Ways to Teach Leadership Skills](#)

[Ways to Learn Leadership Skills: Non-Committee Activities](#)

[Ways to Learn Leadership Skills: Committee Activities](#)

[Reasons to Learn Leadership Skills](#)

[Leadership Websites and Books](#)

Books

1. Trust and Betrayal in the Workplace: Building Effective Relationships in Your Organization – *Michelle L. Reina*
2. Strength Finder – *Tom Roth*
3. The Power of Reputation – *Chris Komisarjevsky*
4. The 17 Essential Qualities of a Team Player: Becoming the Kind of Person Every Team Wants – *John C. Maxwell*
5. Mean Girls at Work: How to Stay Professional When Things Get Personal – *Katherine Crowley & Kathi Elster*
6. Women Don't Ask: Negotiation and the Gender Divide – *Linda Babcock & Sara Laschever*

Plan: Learn the Structure of my Council

Things I need to Know	Things I need to Do
1.	1.
2.	2.
3.	3.
4.	4.
Challenges I might face	Ways I will overcome these challenges
1.	1.
2.	2.
3.	3.
4.	4.

Notes, Ideas, Resources

Blank area for notes, ideas, and resources.

Plan: Show that I Support my Council

Things I need to Know	Things I need to Do
1.	1.
2.	2.
3.	3.
4.	4.
Challenges I might face	Ways I will overcome these challenges
1.	1.
2.	2.
3.	3.
4.	4.

Notes, Ideas, Resources

Blank area for notes, ideas, and resources.

Plan: Show that I am Interested in Learning

Things I need to Know	Things I need to Do
1.	1.
2.	2.
3.	3.
4.	4.
Challenges I might face	Ways I will overcome these challenges
1.	1.
2.	2.
3.	3.
4.	4.

Notes, Ideas, Resources

Plan: Show that I am a Team Player

Things I need to Know	Things I need to Do
1.	1.
2.	2.
3.	3.
4.	4.
Challenges I might face	Ways I will overcome these challenges
1.	1.
2.	2.
3.	3.
4.	4.

Notes, Ideas, Resources

Blank area for notes, ideas, and resources.

Plan: Be Visible within my Council

Things I need to Know	Things I need to Do
1.	1.
2.	5.
3.	6.
4.	7.
Challenges I might face	Ways I will overcome these challenges
1.	1.
2.	2.
3.	3.
4.	4.

Notes, Ideas, Resources

Blank area for notes, ideas, and resources.

Plan: Look like a Professional

Things I need to Know	Things I need to Do
1.	1.
2.	2.
3.	3.
4.	4.
Challenges I might face	Ways I will overcome these challenges
1.	1.
2.	2.
3.	3.
4.	4.

Notes, Ideas, Resources

Blank area for notes, ideas, and resources.

Plan: Act like a Professional

Things I need to Know	Things I need to Do
1.	1.
2.	2.
3.	3.
4.	4.
Challenges I might face	Ways I will overcome these challenges
1.	1.
2.	2.
3.	3.
4.	4.

Notes, Ideas, Resources

Blank area for notes, ideas, and resources.

Plan: Talk like a Professional

Things I need to Know	Things I need to Do
1.	1.
2.	2.
3.	3.
4.	4.
Challenges I might face	Ways I will overcome these challenges
1.	1.
2.	2.
3.	3.
4.	4.

Notes, Ideas, Resources

Blank area for notes, ideas, and resources.

Plan: Build a Positive Reputation

Things I need to Know	Things I need to Do
1.	1.
2.	2.
3.	3.
4.	4.
Challenges I might face	Ways I will overcome these challenges
1.	1.
2.	2.
3.	3.
4.	4.

Notes, Ideas, Resources

Blank area for notes, ideas, and resources.