



Office Holiday Party Etiquette

If you can't handle yourself well at the office holiday party, colleagues may assume that you can't handle yourself well anywhere else. That could hurt your reputation and your career prospects. Here are a few tips to stay relaxed and professional at your next holiday party:

- The annual office holiday party is a business function. You have to remember this is work and not a social event with friends. Enjoy yourself in a professional manner.
- Consider the holiday party part of your job. No matter what your feelings are about mingling with co-workers or how horrible you expect the party to be, don't blow it off.
- Most office parties are for employees only. Don't assume it is acceptable to bring a guest without asking first. If guests are invited, choose your companion wisely. His or her behavior will reflect upon you.
- Even if alcohol is served, try to avoid it and opt for non-alcoholic drinks. Alcohol can lead to things you may regret come Monday morning.
- Take an interest in others and be a good listener. Keep the conversation light. Don't talk about work problems or politics.
- Watch what you say. If you wouldn't say it in a conference room, don't say it at the party.

For more tips on keeping the holidays healthy and happy at work and at home, consult the Holiday Resource Guide on guidanceresources.com.

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