

The Office Holiday Party – Your Holy Grail of Dos and Don'ts

I said WHAT to my boss last night???

Fortunately, there are some simple tricks of the trade to make sure you get the most out of this year's workplace yuletide gathering – while avoiding all the beginner mishaps that could leave you swimming in a sea of regret. Embassy Suites Hotels wants to make sure you walk away from your workplace holiday party this year with your head held high. Here are some tips for making this year's party memorable (in a good way):

- ❄ First things first – try to attend the party, if at all possible. Not only is it a great, built-in networking opportunity, but skipping out could hurt your reputation.
- ❄ Stay long enough to interact with everyone at the party – but don't stay too long after the party is slated to end. You don't want to be seen as *that* partying employee.
- ❄ Be mindful of your alcohol intake.
 - 🔔 If you're feeling the pressure from your co-workers to have a drink, ask the bartender to go easy on the alcohol or simply pretend your diet soda has a splash of liquor in it (no one will tell the difference and you'll remain all the wiser for it!).
 - 🔔 If you do choose to imbibe, though, set a limit for yourself and make sure to eat something first.
- ❄ When choosing your outfit, err on the side of conservative and follow employer-enforced dress codes. This isn't the time to break out your new, sparkly tube top.
 - 🔔 You can never go wrong with a black suit or black (work-appropriate!) dress. Accessorize with a holiday tie or accent scarf.
- ❄ Only bring a guest if your employer has specifically noted that it is appropriate to do so.
- ❄ Meeting someone new? Pay close attention to their name and repeat it at least once to engrain it into your mind.
- ❄ If you find yourself in the middle of an uncomfortable situation where people are venting about the office, politely remove yourself from the conversation.
- ❄ Don't be late – arrive at the start time noted on the invitation.
- ❄ Keep in mind that not everyone celebrates only Christmas– for example, donning a Santa Claus outfit and handing out candy canes risks alienating some of your fellow co-workers.
- ❄ You know the “Dance as though no one is watching . . .” quote that teenagers love to plaster all over the insides of their lockers? Keep it to high school. If dancing ensues at your office holiday party, act like someone is always watching (because someone probably is!)
- ❄ Say ‘thank you’ to the office holiday party planner as well as the senior management folks who approved the festivities!
- ❄ Remember to have fun and let your hair down (this is your office's holiday gift to you, and chances are you've earned it!) – but maintain professionalism at all times!