



HOLIDAY OFFICE PARTY



..... ETIQUETTE & SOLUTIONS

1. RESPECT THE INVITATION

It's important to read the invitation. Not doing so could be embarrassing, stressful, downright rude and an unexpected expense for your host. If it states your name and guest you have the choice of going solo or with a guest.

Prep your guest info about your work mates and make sure to introduce him or her to all that you mingle with.



2. KEEP IT LIGHT

The conversation should be positive and festive. This is not the time to have the big talk with the big boss. Reminisce about the year's endeavours, honours and achieved objectives. "What are your holiday plans?" will open up a conversation with anyone.



As a rule, when mixing business and pleasure **keep it at .05** on the alcoholometer: one or two drinks.



STICKY SITUATION:

A colleague has had too much to drink and she is embarrassing herself.

SOLUTION:

If she is a close colleague, invite her to a private area, away from the group. Make safe ride arrangements or accompany her home, or let your superior or HR take care of it.

3. DRESS CODE

Remember that what you wear guides people glances on our body. Your clothing choices, even for a non-official work event, influence others' perception of your professional competence.

Maintain your daytime dress code and add one festive accessory such as suspenders, jewelry or sparkly shoes.



4. PROMOTE FACE TIME NOT SCREEN TIME

When you get to the office party your techno gadgets should not be visible and in silent mode. Should you choose to take photos, ask permission first. The same goes for tagging, writing on someone's wall, tweeting or commenting.

First rule of thumb: Think. If your grandma wouldn't approve, don't do it.



STICKY SITUATION:

Your colleague posted, a "bad" photo of you celebrating, on Facebook.

SOLUTION:

Firmly but politely, ask that your photo be removed, immediately. It is always appropriate to ask where the photographer intends on posting pics of you or to request that they not be posted.

5. SAY THANK-YOU

Find your boss, your employer's representative and say thank you. This is a great opportunity to exchange a few words. Don't corner her. Others will also want to do the same.

Send a thank you note to the organizers. This act of gratitude will generate goodwill and appreciation.



Share, pin, post, tag & tweet!

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