

BE SAVVY, NOT SORRY, AT OFFICE HOLIDAY PARTY: 6 TIPS

By Rachel Wagner, December 2007

It's hard to believe the Holidays are just around the corner, but--'tis the season for workplace party invites to arrive in mailboxes and Inboxes! Here are some 6 tips for "letting the good times roll" without leaving you with a New Year full of regrets.

1. **RSVP.** Whether your invitation is the traditional print type or an electronic version, it's important to respond promptly by phoning the number given or e-mailing to the address listed. Then, honor your commitment.
2. **Make an appearance.** Even if you can't stay for the entire time, showing up demonstrates respect to your boss and loyalty to your company.
3. **Meet and greet.** Circulate and get to know co-workers from other departments and floors. Introduce yourself and your guest. Make small talk by asking others about their holiday plans. Avoid talking shop or sharing office gossip.
4. **Dress appropriately.** An office party is still a professional event; attire should reflect what is work appropriate. Holiday apparel can be festive without being too revealing, i.e., women may wear a suit with a sleeveless sparkly top to work, then remove the jacket for the party.
5. **Maintain professionalism.** Don't let your guard down. An open bar is not an invitation to overly imbibe. Avoid conduct that compromises your professionalism or for which you might need to apologize the next day at work.
6. **Show appreciation.** Before you leave, locate your hosts, thank them, and say goodbye. To stand out even more, send a handwritten thank you note the next day.

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