

A Benefit For

BEST CARE EMPLOYEE ASSISTANCE PROGRAM
EAP Notes



The Office Holiday Party: Dancing Shoes Optional

Your company's office party is just around the corner. A great time to put on your dancing shoes and let loose, right? WRONG.

Even though it's a festive gathering, proper etiquette must still be observed. It's still about business, so don't risk damaging your reputation with a few blunders. According to Etiquette International, a firm specializing in business etiquette, remember the following advice to ensure a smooth and enjoyable event.

- **Eat, drink and be merry---in moderation.** If alcohol is offered and you choose to drink, do so minimally. Alcohol plus you and your boss, can equal Monday morning's "I can't believe I said that."
- **Dress appropriately** for the occasion. Leave anything short, tight or revealing in the closet. You've worked hard to create a professional image, and revealing clothing can alter your coworkers' and managers' perception of you.
- **Mingle** with people from other departments. Although you enjoy their company, you do spend 40+ hours a week with your office buddies. Use the gathering as an opportunity to meet others.
- **Who's on the guest list?** Spouses and significant others are not always invited. Check beforehand to avoid a potentially uncomfortable situation.
- **And the award goes to...** Many businesses use the holiday gathering as a time to present awards and recognition. If you are being honored accept gracefully, but be sure not to clap or drink to yourself. Additionally, thank the person presenting the toast or award to you for the recognition.
- **"I'll just make an appearance."** Try to avoid arriving 20 minutes before the end of the event. Coworkers and managers will notice this error in judgement. If you can not attend, let those planning the gathering know in advance.
- **Be a gracious guest.** Make sure to thank those who coordinated the event. It's likely that they put in a great deal of effort hoping you would have a good time.

Source: www.monster.com

Best Care EAP wishes you and your loved ones a wonderful holiday season. If you would like to schedule a confidential appointment with a professional counselor please call, 402-354-8000 or 800-666-8606.

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