

Office Party Etiquette



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Don't skip it. Unless you already have other plans that night that you absolutely cannot miss or change, show up to the office holiday party.

Don't take any risks with your outfit. You are mingling with your colleagues and your boss so avoid looking like you're going to a club. If you're not sure what to wear, ask beforehand.

Make a positive first impression. You can't rely on others to approach you, it's your job to initiate contact with others. Look for groups of people that appear friendly and open, avoiding groups engaged in serious conversation. Move near them, make eye contact, smile, and ask, "May I join you?"

Make merry and mingle. Instead of spending the evening with your office buddies, get out of your "comfort zone" and mingle with people from other departments. You never know who you might be working with (or for) in the future

Hold your drink in your left hand. This keeps your right hand free (and dry) for shaking hands.



YOU NEVER GET
A SECOND CHANCE TO
MAKE A FIRST IMPRESSION



Achieving the
Impossible is a
Reality!

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You can drink alcohol, but keep it light. Don't be the drunk employee whose behavior will be the center of workplace gossip on Monday

Choose foods you can eat with a fork or a toothpick so your hands and clothes stay clean.

Don't go in without a plan. A good way to avoid defaulting to gossip is having a "talking plan." One always speaks badly when one has nothing to say.

Speak to everyone at the party in a positive, friendly tone, but don't forget that this is not the place to say something negative that may get you into trouble later.

Before you start snapping photos of your coworkers having fun, make sure you have their permission. Avoid poses that can embarrass them later. You should always respect people's privacy.

Before you leave, make sure you find your boss, CEO and the staff that put the party together and thank them for a great event

**you don't
have to be
drunk to
have fun...**

PLAN
 PREPARE
 PERFORM



Achieving the
Impossible is a
Reality!



Please be aware of
the energy you bring
to the party....

Thank you

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