

Quick Guide: How To Survive the Office Party

Christmas. Office. Party. Three words that can send shivers up the spine this time of year! Whatever the scale of your office party, it is one of those times when our personal and professional lives overlap, and can present a few challenges. So here are the **top ten tips** to help you survive the office party:

- 1. Show up.** Not attending could give the impression that your firm and your colleagues have no bearing on your life outside your 9 – 5 working day.
- 2. Dress appropriately.** Remember that the office party is also a work function. There will likely be pictures on your intranet or newsletter after the event, so stay away from micro skirts and muscle shirts!
- 3. Put away the Blackberry.** There is nothing worse than having a conversation with someone who, in mid-sentence, pulls out their Blackberry to text and tweet. Leave the tweeting until you get home.
- 4. Mingle.** Don't miss out on the opportunity to learn more about those you work with! Aim to get to know at least two new people.
- 5. Take the lead.** Smile at them and make small talk to break the ice. Introduce yourself, make a comment or ask a question. But remember to steer clear of potentially uncomfortable subjects such as romance, religion and politics.
- 6. Absolutely no gossiping!** You never know who is listening to your conversations and how what you say could affect your future career. Keep in mind that with the evolution of social networking, news travels very fast indeed.
- 7. Behave yourself!** If you want the best from your career, it is best to avoid wild antics and indiscretions, so keep your hands and any flirty thoughts to yourself.
- 8. Avoid talking strictly business.** If you talk shop all night your reputation will probably be that you have no life outside the office.
- 9. When are you going home?** Avoid overstaying your welcome. Aim to leave when the majority of others leave. And don't try to keep the party going by broadcasting the music you have downloaded to your iPhone.
- 10. Finally, do enjoy yourself,** but keep in mind that this is an **OFFICE** party, not an office **PARTY!**

Related Course: [Improving Personal Effectiveness](#)

Compiled by Des Whitehorn