



Office Holiday Party Etiquette

'Tis the season for the office party, and while the Santa-inspired soiree may be your chance to schmooze your way up the corporate ladder, the open bar (read body shots off a co-worker) can lead to disaster. 2 offers these tips to get you through the evening safely—and guarantee that you'll still have your job the next morning.

■ **Dress for the job you want, not the job you have.** When you're scouring your closet for the right outfit, take your cue from the venue—and corporate culture. If it's business attire by day, spice up your evening garb with lace, velvet and glitter for a yuletide style that's sexy and sophisticated. Guys, polish your shoes, bring out that funky pink tie (as long as it doesn't clash with your date's dress) and let your personality shine through.

■ **Play it safe with small talk.** Leave the office—and its politics—out of office party small talk. The best topics are ones that everyone can participate in, including your date. They should be light and friendly without making anyone feel uncomfortable. Chat with your co-workers about their vacation plans, kids, favourite sports teams and crazy celebs—they're all great ways to break the ice. Also, use this opportunity to network with people you might not interact with on a daily basis.

■ **Open bar = limited access.** One too many glasses of rum punch could cost you your job—or, at the very least, plenty of embarrassment and gossip. A social toast with co-workers may be expected, but keep in mind

LEARN HOW TO MAKE SMALL TALK!

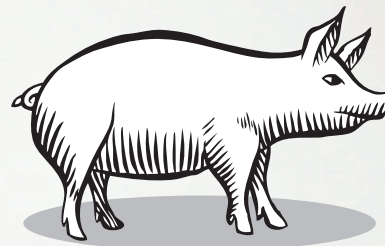
If you get tongue-tied when you have to engage in conversation with folks you don't know well, you're probably not looking forward to that big New Year's bash you'll be going to with your better half. But there is hope for you yet: Learn how to make chit-chat with Debra Fine's *The Fine Art of Small Talk: How to Start a Conversation, Keep It Going, Build Networking Skills—and Leave a Positive Impression!* (Hyperion, 2005).

EDITOR'S PICK!

your reputation is on the line. To ensure a flawless night, sip slowly, choose beverages with lots of mixers, alternate with glasses of water, keep your stomach coated with food and know when to call it quits—before you tell your boss how you *really* feel! If it typically takes you three drinks to start feeling tipsy, stop after two. Don't lose count.

■ **Mind your manners.** There's nothing worse than waving food around on your fork while talking with your mouth full—except maybe using your cellphone or BlackBerry at the table. In other words, keep your face clean, your elbows off the table and your gadgets for emergencies. Remember: The CEO is watching.

—Hailey Eisen



QUESTION: How can we keep our weight under control over the holiday season?

ANSWER: The most important thing to remember is: calories in, calories out. If you're increasing your caloric intake, you'll want to up the ante on your workouts! Add an extra

workout, or tag some time and intensity on to your exercise routine. You'll want to really get your metabolism revved up before you even hit the drinks, nibblies, dinner and dessert. At parties, try to avoid standing close to the food tables—otherwise it's

easy to snack away on hundreds of calories without even noticing. And don't ever go to a party hungry—all you'll do is overindulge. If you're entertaining, do yourselves and your guests a favour by offering some healthy snacks as an option. Serve loads of raw veggies and fruit, as well as whole-grain crackers with healthy dips like hummus and salsa—your friends will appreciate it, what with all the empty calories they've been eating! Finally, drink plenty of water to stay on top of your hydration levels and to help with digestion.

—Tonya Rouse, 2's health expert

