



'Keep your clothes on and make sure you eat': HR expert shares five tips to make sure you leave the work Christmas party with your career (and reputation) intact

- Work Christmas parties are in full swing across the country
- HR expert Karen Gately said you can unwind and still keep your career intact
- Ms Gately told FEMAIL that it's not always best to follow your manager's lead

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It is that time of year when work **Christmas** parties are in full swing.

And while it's expected that staff to let their hair down with the aid of a few drinks, some inevitably take it too far.

Karen Gately, HR expert and founder of **Corporate Dojo**, told FEMAIL on Tuesday that there are some simple rules to follow to ensure you can still show your face in the office the next day.

She said it is important to get into the spirit, but to do so in a mature way that's still reflective of your character.



'Know when things are getting out of hand': HR expert Karen Gately (pictured) revealed to FEMAIL her top five tips to leaving the work Christmas party with your career (and reputation) intact

Ms Gately said it's important to 'engage with those around you' and make a concerted effort to 'look like you want to be there.'

'While the truth might be that you really can't be bothered spending more time with the people you work with every day, making an effort to show up and join in matters to your reputation for being a team player,' she explained.

And with the excessive drinking that's likely to occur, Ms Gately suggested making food a priority.

Top 5 tips to keep your reputation intact at the work Christmas party

1. Engage with those around you - make a concerted effort
2. Make sure you eat early - ensure food is a priority
3. Keep some thoughts to yourself - remain respectful and professional
4. Use judgement - it's not always ideal to follow by example
5. Keep your clothes on - be modest and dress appropriately



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Be enthusiastic: Ms Gately said it's important to 'engage with those around you' and make a concerted effort to 'look like you want to be there'

'If there's a chance you may be kept waiting for food, be safe rather than sorry and eat something before you get there,' she said.

With flowing alcohol, people's guards come down, and it's common to reveal one's true thoughts.

However Ms Gately recommended to not go overboard when complimenting or making remarks about a colleague, and to keep comments 'respectful and professional.'

'Commenting about how great someone's various body parts look in a particular dress, shirt or pair of pants is not okay,' she explained. 'Try also not to insult people by announcing how surprised you are that they have "scrubbed up" well.'



Be respectful: Ms Gately recommended to not go overboard when complimenting or making remarks about a colleague, and to keep comments 'respectful and professional'



Dress appropriately: Ms Gately told FEMAIL that it's important to ensure your clothing is tasteful

Ms Gately also suggested to not always follow the manager's lead, admitting 'some managers aren't a great example.'

And while you might feel confident about your physical appearance, Ms Gately said to ensure your clothing is tasteful.

'Trust me, no matter how hot and sweaty you get on the dance floor, it's not okay to take your clothing off. The midnight nudie run might also seem like a great idea in the moment, but imagine explaining that one to your boss,' she said.

Ms Gately concluded that your responsibility did not end with your own actions, but extended to keeping an eye out for colleagues.

'Don't just sit back and watch people make decisions that put themselves and others at risk. No need to be the fun police but have the courage to speak up or act when things are getting out of hand,' she said.



Show caution: Ms Gately concluded that at the end of the day it's all about making responsible decisions and to keep an eye out for your colleagues

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