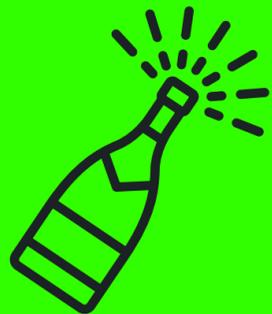
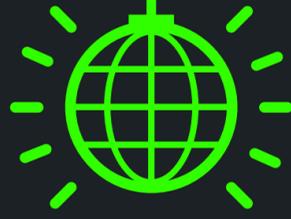


A Christmas party survival guide

The Christmas party is your way of saying THANK YOU to your people for all they have achieved and contributed this past year.



It's a time for celebration!

As well as much excitement and merriment, the annual festive do can also be a source of anxiety – for the organisers and the attendees alike – so we at Tell Jane have put together the following guide to ensure your do goes as smoothly as possible.

A party for everyone

Organising a do that will keep everyone happy may seem like an impossible task – especially when taking budgets, logistics and venue capacity into consideration – but giving your people options is key here.

Options for what the Christmas party will comprise, yes, but also the option to attend part of the do rather than all of it – pre-drinks at the office, the main event, the night cap – perfect for those needing to work around home commitments.

And if budget permits, consider extending the invitation to partners; a thoughtful gesture that will be appreciated by those who find social occasions particularly anxiety-inducing.



Before setting out, know how you're getting home

Help party-goers arrange their transport home. This can include facilitating car shares, putting on a mini-bus, pre-booking and pre-paying for taxis, or sending out telephone numbers for taxis or details of the nearest public transport with the invitations – all with the aim of discouraging employees from walking home, which may be the preferred method of getting home for junior

Take one for the team

Managers, remember...your duty of care to your team extends beyond the office door, so look after them.

Note: this doesn't include counting the number of trips to the buffet nor reminding them of the heart-to-heart you shared on the dancefloor during Chesney Hawkes "One and only".



Let your hair down but not your trousers...

No one wants to be reminded of this the next day!

It's important that employees feel confident to speak out if they are concerned about, witness or experience unwanted or inappropriate behaviour or harassment at the Christmas party.

The first port of call should always be their line manager or HR, but this may not always be possible. Tell Jane offers a Freephone, confidential employee hotline for reporting or seeking advice about harassment, discrimination and bullying. We also ensure that issues are dealt with effectively, safeguarding your people and your business.

To find out more about how we can support your organisation, contact lisa@telljane.co.uk.

Drink responsibly

Ensure non-alcoholic beverages are flowing as generously as the Babycham – your people (and their partners!) will thank you for it in the morning.

And we promise you won't be brandished a Debbie Downer if you put out a gentle reminder about responsible drinking – we've all seen The Hangover so need we say more?

And finally...

Encourage everyone to have a brilliant time, they've earned it!

