



Representatives from Hope Chapel deliver a gift basket to Airport Police.

Saying Thanks

■ Community organizations say thanks to Airport Police.

Story by Officer Belinda Nettles, Airport Police; Photos by Liz Montes, Club Counselor

AIRPORTS DEPT. — Hope Chapel and the MiniChurch Shepherds of

Lawndale delivered a gift basket of fruits and assorted goodies to the Los Angeles Airport Police Department at LAX as part of a 9-11 Memorial Tribute to Police and Fireman in the South Bay Community.

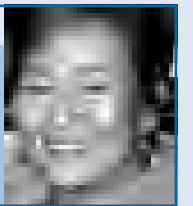
Hope Chapel chooses a different department to honor each month and shows its appreciation with a kind gesture of a basket or baked



Sgt. Martha Hall receives a gift basket from Hope Chapel

WORKING MATTERS

by JACKIE DAVID, Public Information Director, Public Safety Division, Personnel



The Holiday Office Party: Stay Clear of Land Mines

You've worked hard to get to where you are. You've impressed everyone. You've commanded respect with your work ethic and great sense of professionalism. Now, at last, you look forward to the holiday office party – a chance to relax and let your hair down amongst friends and co-workers; a chance to impress everyone with how big a party animal you can really be; a chance to booze it up, get friendly with the boss and move that item up on your agenda.

Watch out! Danger! Look out! Land mines abound. Your next office celebration could be your early retirement or farewell party.

Even though it is the holiday season and time to eat, drink and make merry, know that the holiday office party is just that – an office affair. It is work-related. You don't want to derail your career over that good time you had that co-workers will never forget about (even if you might want to).

Here are a few pointers to avoid becoming a holiday office party statistic:

■ **Dress for the occasion;** i.e., an office party. Formal, informal, casual – whatever the case – remember that how you look will set the tone for the evening and, fortunately or otherwise, for how your boss and your co-workers will continue to perceive you after the party. Stay away from revealing and/or bright colored outfits. The understated and conservative look is always a good bet.

■ **Arrive on time.** Do not head straight to the bar or food table. Instead, circulate the room and socialize. Say hello. Let your boss and co-workers know how great it was to work with them during the year.

■ **Avoid shoptalk.** Use the party as a chance to get to know your boss and co-workers on a personal level. Keep the conversation light. Ask about recent vacations, favorite sports, movies, hobbies and family. Discover common interests.

■ **Avoid creating tension.** Watch your language. Do not go where many have not returned from: inappropriate and taboo topics. (This is not the time to gripe about what should or shouldn't be politically correct. It is not a good time to tell people what you really think about them. It is not a good time to share how you really feel about the boss and his/her policies.) Limit jokes to co-workers you know well.

■ **Don't hit on co-workers.** Mixing business with pleasure of this kind exacts a high price.

■ If the party provides you with an opportunity to chat with the boss or higher management, then do consider what you will say. Keep it short and sweet. Do not monopo-

lize the boss' time. It is not the time to ask for a raise or a promotion or move your agenda item forward. It is not the time to polish your boss' shoes.

■ **Mind your manners.** Eat carefully. If at a sit-down meal, then wait for others to start eating first. Chew slowly. If at a buffet, do not pile the entire buffet table on your plate. Opt instead to go back for seconds. Avoid sloppy food that could get on your clothes. Chowhounds, heel!

■ **Look out for Landmine No. One: Alcohol.** If you must, then drink moderately. Pace yourself. Avoid salty, greasy or sweet food that can make you thirsty and give you an excuse for that next drink. Boozing it up can send you over the point of no return and to your farewell party.

Use the party to boost your image with some nice, clean fun. Be a good sport and participate in that contest or talent show. Provide leadership by drawing people into the fun.

As you exit, thank your boss and/or hosts for the party.



Let the party end at the door. Be discreet. Avoid after-party gossip. Steer clear of conversations at work about how that manager threw up on his staff member; how so-and-so, the life of the party, unknowingly hit on the boss' wife; and how that secretary wore a dress with a neckline down to "here" and a skirt up to "there." Be nice. Don't sell that photo you took at the office party.

The long and short of it is: Beware. The booze can flow. The music can blare. The boss can make a big speech about how he or she wants you to have a good time: "I want everyone to have a blast! Relax. Have a drink! Let your hair down. This party is for you! Enjoy!" As an article once said, what your boss could be saying is: "Tell me about your greatest weakness."

Jackie is happy to answer personnel questions from Alive! readers, or direct you to the correct source for answers. E-mail her: talkback@cityemployeesclub.com



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