By Dawn Stanyon, AICI FLC, Personal Brand Expert

Don't blow your image in the office this holiday season by placing Grinch boxer shorts in the Yankee Swap or gifting the boss with expensive sport event tickets! Stay professional and on brand with gifting ideas.

1. You can give gifts to your closest work colleagues, but please give the gifts discreetly - perhaps even outside of the office. The last thing you should want to do is hurt anyone's feelings. Keep it simple and moderately priced - and don't be surprised if they don't have a gift in the wings for you.

2. The best way to give to a supervisor is as a department or group. Here at Emily Post, we love Lake Champlain Chocolates (@lcchocolates). Consider signing him or her up for one of their c hocolate of the month clubs
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3. A bottle of wine is a great and affordable hostess gift outside of the office, but when it comes to corporate gifting, consider food rather than alcoholic beverages.

4. If you draw the name of a co-worker whom you don't really know from the Secret Santa hat: a) Ask around - find out what his or her favorite charity is and make a donation; b) Delicous baked goods are usually a safe bet; c) Gift certificates to coffee or tea shops.

5. If you are giving a significant gift to a client, call the corporation's HR department to find out if there are any restrictions. It would be a said day if you gave something meaningful or expensive and then they, in turn, have the burden of either returning it or donating it.

We all know that this time of yearr is about giving and not receiving. Have your office donate a book on professionalism or your field of expertise to your local library. Or motivate your entire team to volunteer during the holidays instead of exchanging gifts.

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Dawn is relationship builder and personal brand expert who helps people to reach success no matter their career age and stage. A graduate of The Emily Post Institute, the London Image Institute, 360Reach Brand Analyst training, WSET Level 1 wine certification, Dawn has received a First Level Certification through the Association of Image Consultants International.

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