

The goal of Morning Coffee is to enable mingling among different groups and encourage them to talk about non-work topics to help boost morale.

Providing the time and coffee encourages participation, and the informal setting allows staff to gather and socialize with others whom they may not interact with often. Discussion topics/questions are provided via napkins or handouts to facilitate conversation.

### CONSIDERATIONS FOR ORGANIZERS

- The laboratory should provide:
  - Refreshment and supplies (e.g., coffee, tea, cream, sugar, cups) or encourage staff to bring their own.
  - Conversation napkins, handouts or an alternate way to propose topics/questions.
  - Breakfast foods/snacks (optional).
- Promote alternative beverage and food options to encourage more participation.
- This activity can accommodate a variable number of people. Ask for RSVPs to determine what size space is needed and amount of supplies to purchase.
- There is an associated cost to provide coffee, paper cups, cream, sugar stirrers and food.
- As an alternative, morning coffee could be set up virtually with randomly selected break-out rooms.

### RESOURCES

Custom cocktail napkins can be purchased online.



### ABOUT THE ACTIVITY

**Focus Area:** Morale building

**Format (Virtual/In Person):** In person

**Venue:** On-site (e.g., conference room, cafeteria or break/lunch room)

**Activity Time:** Occurs monthly, “on the clock,” in the morning (actual time can be flexible)