

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.
- When considering space, keep social distancing in mind. As an alternative, morning coffee could be set up virtually with randomly selected break-out rooms.

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)

Diversity, Equity & Inclusion Considerations

- Consider people who don’t drink coffee or have dietary restrictions and provide alternate options.
- Set a time to accommodate different work hours or vary the start time.
- Consider sensitivity of the questions provided.

RESOURCES

Example of [custom cocktail napkins](#): 100 2-ply 5x5 folded napkins, various colors, monograms and print colors and styles, two lines of text max; 20 characters max. each line.