

A photograph of two women sitting at a table in an office or cafe, engaged in a conversation. The woman on the left is gesturing with her hand while speaking. The woman on the right is smiling and listening. They are both holding glasses of coffee. The background is bright and slightly blurred, suggesting an indoor office environment.

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THE HR LEADER'S BLUEPRINT

TO OFFICE HAPPINESS AND PRODUCTIVITY

PART 1 - OFFICE COFFEE

WHAT TO *expect* *in this* GUIDE



As an HR leader, you understand the importance of maintaining a positive corporate culture and that starts with your office environment.

This guide booklet brings together the fundamentals of creating an inviting work environment for your team. There are several initiatives you can take to make your office stand out and the break room is always your starting point. See how simple changes can significantly improve employee engagement and overall productivity.

Moreover, you will get free tools to help you run your office smoothly and find fun and innovative ideas to motivate your team. We know it's not always easy to make office life appealing which is exactly why we came up with this resource.



IMPROVE YOUR COFFEE SETUP



There are several small touches you could add to your office coffee station to make it more appealing and welcoming. Contrary to popular belief, you don't even have to spend much to add this personal touch. In fact, we have a go-to Amazon wishlist that we like to recommend to our clients.

Improve your coffee setup with a budget between \$ 150.00 - \$ 200.00. See next page for ideas.



SYRUP DISPENSERS

\$20.99

Fill up these elegant bottles with your favorite syrups to allow your team to create their favorite drinks at work.

[BUY NOW](#)



POTTED PLANTS

\$30.42

Adding artificial potted plants can make your office break room feel more alive. Add some vibrance with a touch of greenery.

[BUY NOW](#)



ORGANIZER

\$46.70

Add your coffee condiments and utensils in this elegant countertop organizer. Few colors available.

[BUY NOW](#)



DISH TOWELS (2)

\$11.37

These coffee-themed, reusable dish towels will look great with your coffee setup.

[BUY NOW](#)



PANTRY LABELS

\$18.99

Keep your pantry neat and organized with these Preprinted Minimalist Pantry Labels.

[BUY NOW](#)



COFFEE MENU

\$12.99

Bring a touch of rustic charm to your space with a coffee menu Sign. It's perfect for creating a cozy atmosphere.

[BUY NOW](#)



GLASS JARS (3)

\$29.99

3 glass jars with bamboo lids and spoon designed to keep your ingredients fresh and accessible in a stylish way.

[BUY NOW](#)



Wooden Tea Box

\$46.99

Organize your office tea collection with our favorite tea box, featuring multiple compartments.

[BUY NOW](#)

WHY DO *office workers* *love* COFFEE



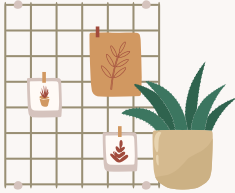
When you think of an office, you immediately think COFFEE. Why? This is because coffee has fueled our workday since its early invention.

When you arrive to the office, to get into the "working" mindset, your first move is probably heading to the break room for a cup of coffee. Coffee gives us the motivation and energy to face what is ahead. When you're focused and into your work, you need that comforting sip to keep going and keep finding inspiration.

After a big meal, coffee will also feel like a must because you need a pick me up to get back behind your screen and complete your second half of the day. Coffee is familiar, it is customized to our very own preferences, it is savoury and creates an emotional experience that we just cannot live without. Don't you agree?

EASY OFFICE PERKS

YOUR TEAM WILL LOVE



Allow a small decorative budget for each employee.

You'd be surprised at the impact that even a small allowance of \$30.00 per member can have on overall employee morale. This budget allows them to add a touch of their personality to their desk area.



Plan Regular Lunches or Team Events

Getting your team together in a social setting can strengthen intrapersonal bonds and increase productivity and engagement as a result.



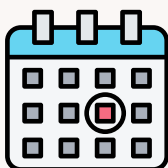
Add Snacks to Your Office Break room

A coffee station is great, but you can get a better outcome by offering trendy, healthy snacks to your team. Encourage a culture that values well-being and building connections.



Friendly Competitions are Key

One way to encourage your team members is to hold friendly competitions that can motivate employees who wish to participate to have fun while doing what they do best. An example of this could be, who can make the best latte art at the office.



Celebrate Birthdays and Holidays

Celebrating birthdays and holidays can help create a positive atmosphere at the office. For example, getting a cake for all birthdays, once a month, could be a good way to get everybody together and maintain good office vibes. There is always a fun holiday around the corner, stay up to date our [Content Calendar](#).

G U I L T - F R E E S W E E T C O F F E E

Ingredients:

- 1 tablespoon organic honey
- 100 ml of 2% Milk
- Cinnamon powder (topping)
- Quality Espresso Coffee



Instructions:

1. Choose the mug of your choice. Add a spoonful of your favorite organic honey.
2. Brew a high quality espresso with the coffee beans of your choice on top of the honey in your mug.
3. Mix the espresso and the honey well with a spoon.
4. Use a milk frother to warm up your milk (or a high quality machine with fresh milk option). Add the foamed milk to your mug (and maybe give it a nice latte art touch?).
5. Finally, sprinkle cinnamon powder and enjoy!



COFFEE STATION

checklist

DAILY COFFEE LIST

- Turn On Coffee Machine
- Prepare Mugs & Cups
- Recycle Coffee Grounds & Pods
- Clean Counter Area
- Refill Beans & Pods
- Refill Milk Of Choice
- Refill Sweeteners & Additives

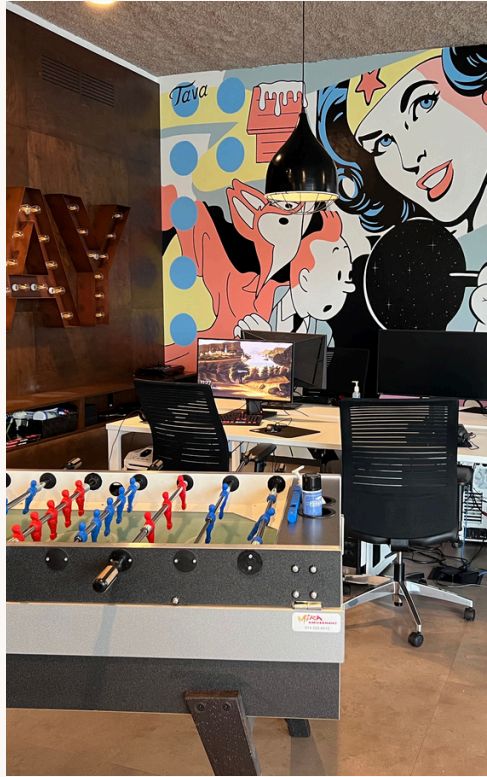


WEEKLY COFFEE LIST

- Launch Machine Cleaning Cycle
- Check Pantry Stock
- Check Expiry Dates On Goods
- Check E-store For New Products
- Make Order List
- Prepare Grounds & Pods For Recycling



Office ACTIVITIES PLANNER



Event Ideas

- Themed Dress-up Days
- Trivia Happy Hour
- Office Olympics
- Lunch & Learn Sessions
- Book Clubs
- 10K Steps Challenge
- Themed Photo Contests
- Creative Workshops
- Karaoke Happy Hour

Activities

- Employee Surveys
- Recognition Program
- Wall of Fame
- Career Path Planning
- Social Committees
- Employee Appreciation
- Desk Decorating Supplies
- Collaborative Playlists

Inspiration

- National Holidays
- Fun Unofficial Holidays
- Cultural Events
- Career Milestones
- New Office Design

Coffee Breaks

- Caffeine Boost Monday
- Latte Art Contest
- Bring Your Coffee Snack
- Bring Your Own Mug
- Coffee Tasting

Games

- Office Bingo
- Board Game Tournament
- Puzzle Day
- Mario Kart Tournament
- Scavenger Hunt
- Two Truths and a Lie
- Lip Sync Battle
- Pictionary Tournament
- Chess Tournament

Tips

- Plan an Annual Calendar
- Promote Internally
- Decorate based on themes
- Incentivize Participation
- Ask Servomax for Recommendations

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