Welcome Breakfast

The Welcome Breakfast provides you and your new staff multiple opportunities. Simply put, food brings people together. It is arguably the largest social activity in society. By providing a welcome breakfast, you can get things started on the right foot.

For your staff, providing a welcome breakfast serves many benefits. Firstly, as stated above, food brings people together. For those who are gregarious, getting coffee and pastries at the buffet counter allows them to engage with new coworkers and meet some of the administration. For those who are more shy, it provides a vehicle for them to engage socially. It is the first step in building cohesiveness and rapport among staff in order to build an effective team.

 A Welcome Breakfast allows you to make your first impression. When you provide a substantial morning buffet, staff will immediately feel valued. Imagine if you just got hired, it’s your first day, you are excited, anxious, and nervous all at the same time. You are ready to make your own first impression. When you enter a small room, not enough chairs, hardly enough room for everyone, and in the corner a coffee pot with a couple of bags of store bought cookies. What kind of impression does that make on you?

I’m not saying you need a 4 course breakfast with servers and chaffing dishes like you’re at the Aria Hotel in Las Vegas. But making the effort for some basic things such as space, food, and seating, can make a huge impression on new staff. They will feel invested in, taken care of, and most importantly, they will feel valued. You can begin an employee’s experience at your company with a positive experience, rather than having them doubt on their first day whether they made the correct choice in working for you.

The Welcome Breakfast also allows for you to make assessments. As staff meet you, they also are meeting others. Observing these interactions can help give you a sense of which employees might be better suited for certain positions. It may also show which employees are engaging and which are “just sitting there”. You can see which ones clean up after themselves, and which leave a mess for someone else to clean. Who are the talkers, and who pay attention during presentations. Who gossips and who focuses on their assigned seat.

The other thing a Welcome Breakfast will provide is Orientation Materials. This can range from a folder with necessary documents to sign for Human Resources, or a large binder with orientation presentations staff can follow along with, and an Employee Manual for staff to keep for their own reference. Also, if these materials are in color with pictures and high quality paper, this also works to make a positive impression to the new employee. Imaging being presented with a stack of papers only, on thin paper, and black and white copies that you can tell are copies of copies of copies. The text is angled poorly, parts are cut off, some text is faded, and it is smeared with blotches of black.

Lastly, your presence itself will make its own impression on the new staff. The fact that you are the boss, and you are making the time and effort to be present with the staff demonstrates to the new staff that you are involved in your company, your are interested in the new staff working for you and your company, and you are part of the team. It creates a perception of you as an involved leader, a present leader, and a caring leader.

Having a Welcome Breakfast is the first step to creating a tone for your business. Show your staff you are invested in them and value what they will bring to your company. Make your Welcome Breakfast something your staff will remember.

Benefits of A Welcome Breakfast:

* Allows staff to get to know each other
* Allows staff to get to know administration
* Allows you to see personalities of your new staff
* Makes a great first impression to new staff
* Makes new staff feel invested in, cared for, and valued.
* Shows you are a leader invested in your new staff.
* Makes a positive first impression of you and your company.

Food Recommendations for a Welcome Breakfast:

* Coffee – Regular and Decaf
* Hot water & Tea bags
* Water bottles
* Juice – 2 kinds
* Fresh fruit
* Bagels
* Cream cheese – 3 flavors including plain
* Butter
* Toaster
* Pastries – 3 kinds
* Muffins – 3 kinds
* Doughnuts
* Oatmeal
* Breakfast bars
* Yogurts
* Above all – have enough, nothing worse that running out of an item.

If you want to get fancy add:

* Cured salmon
* Cured Meats
* Chesses
* Berries
* Muesli
* Dried Fruits

Hot items in chaffing dishes:

* Scrambled eggs
* Premade omelets
* Bacon
* Sausage
* Eggs benedict
* Home Fries/Hash browns
* Quiche
* Hard boiled eggs
* Deviled eggs

Material recommendations for a Welcome Breakfast and Orientation:

* Large conference room with plenty of space
* Adequate seating
* Name tags
* Orientation Binder with name and position
* Folder with HR papers with name and position
* Memo pad for taking notes
* Pen with company logo
* Comfortable chair
* Adequate table space
* Welcome package which could include various company items:
	+ Pen
	+ Keychain
	+ Water bottle
	+ Memo pad
	+ Calendar
	+ Post-It Pad
	+ Tote bag
	+ T-Shirt
	+ Polo Shirt
	+ Ball cap
	+ Hand sanitizer
	+ Mouse pad
	+ Coffee Mug
	+ Travel Coffee Mug
	+ Magnets