



# Ten Ideas for Outreach in the Workplace

*Simple acts of kindness to open the door for conversation.*

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- 1. Bring a bundle of flowers in and give one to each coworker.**
- 2. When a coworker does something particularly well, acknowledge it.**
- 3. Bring a treat to work to share—cookies, banana bread, or a box of doughnuts.**
- 4. Send an e-mail to your boss's boss, telling them what a great job he or she is doing.**



- 5. Stop by a coworker's desk and invite them to dinner.**
- 6. Put a dollar in the vending machine for the next person who comes along.**
- 7. Compliment a co-worker on an aspect of their character that you admire.**
- 8. Leave a small, anonymous gift at a coworker's desk.**
- 9. Go out of your way to befriend a coworker you don't get along with.**
- 10. Clean up the coffee station or refrigerator voluntarily.**

