

A photograph of four office professionals in a meeting. A woman in a dark blazer is leaning over a table, smiling and talking to a man in a plaid shirt. Another woman with glasses and a white top stands behind them, holding a white mug. The table is cluttered with office supplies like pens, pencils, and papers. Large windows in the background show a cityscape.

How everyday office supplies can build company culture

In the quest to develop a strong corporate culture, some companies may be overlooking an important detail: their office supplies.

The type and quality of tools, furniture and items in your workplace can be a powerful way to reinforce your company identity and keep employees motivated.

It's time for office managers to ask themselves: What kind of message are your office supplies sending?



Dynamic Seating

An inviting seating arrangement — like a four-desk pod — goes a long way toward fostering energetic interactions.

“The seating arrangement tells you how much the company encourages collaboration,” says Cara Silletto, an expert in employee retention and the millennial workforce at Crescendo Strategies. “Office furniture set up in pods — or more comfortable areas that look like lounges — says the company is fostering teamwork and wants to provide space to accommodate it.”



Pro tip

Select pieces for group areas that are stylish and comfortable but also functional — places to spread out documents and other work materials, room to pop open laptops, and access to power and Wi-Fi. Think long conference tables (with charging stations) or sofa and armchair seating with individual side tables for laptops.



Whiteboards Galore

Whiteboards don't always signal "group thought," Silletto notes. "It just means that a company encourages people to be visual and to brainstorm."

The newest interactive boards aren't just for temporarily jotting down notes, either. Along with touch-screen capabilities, interactive whiteboards encourage team collaboration and participation through built-in technologies that let you connect to your laptop, save your work or share it in real time.

Pro tip

Choose a whiteboard's technology features based on user needs in that area of the business, such as interacting with remote team members.



Satisfying Snacks

A well-stocked break room signals that a company cares for its employees. Keeping a variety of healthy options on hand — like trail mix, fruit and yogurt, as well as plenty of coffee and tea — can help fuel your team and keep morale up during hectic workdays.

Pro tip

“Ask your staff what their snack and beverage preferences are, and try your best to accommodate them,” Silletto suggests. Ask for feedback via email or set up a virtual list where co-workers can add their snack preferences, or [pick up additional pointers](#) for creating a breakroom that jibes with your culture.

A photograph of a workspace featuring a silver laptop, a spiral-bound notebook, and a black pen resting on the notebook. The scene is lit with soft, natural light from a window in the background.

Digital Tools

Laptops, mobile devices and collaboration equipment are standard at businesses, but don't forget the accessories that come along with them.

Items to help make these tools more functional and practical shows that your company has thought through the details and wants to keep employees focused on work — not hunting for the right power supply.

Pro tip

Stock up on items that help workers manage their digital tools — laptop and tablet cases, styluses and external batteries, to name a few.

Tech at the Ready



Companies with current hardware and software convey a sense of urgency and readiness for whatever challenges lie ahead.

“Today’s younger workforce expects to be working with up-to-date equipment, hardware and software,” Silletto says. “You can’t fall too far behind.”

Pro tip

The last thing a company wants is employees working on different software versions and the compatibility issues that ensue. Make sure your IT hardware is optimized for the company’s software.



Focusing on Comfort and Wellness

Today, employees are focused on health and company-provided options for maintaining wellness, Silletto says.

That includes offering standup desks, creating ergonomically friendly workstations, and even designating a “wellness room” for quiet breaks throughout the day.

Pro tip

Look at ways to provide choice, not just for seating, but also for other items that can affect well-being. Having options translates into productivity gains for your workforce. Here are [four ideas](#) that won't bust the budget.



Stoking Team Pride

Promotional products can also bring a company's values and purpose to the forefront.

“Giving employees promotional products with the company logo on them helps build a culture where people feel like they're a part of the group,” Silletto says. When people walk around with cups, pens and backpacks that have the company logo, it feels more like a family, she says. “It's good internal culture-building.”

Pro tip

Seek out promotional products that support your company's values. If your business prioritizes environmental sustainability, for example, giving employees branded reusable water bottles aligns with its corporate, eco-conscious initiatives.

**Want more information on
improving office culture? Head to
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