The following is suggested email text for announcing the Global Collaboration Café. Feel free to customize the invitation for your organization. For any bracketed text […], insert text appropriate to your organization   
and the Café you plan to offer.

**Global Collaboration Cafe Collaboration**

Subject: Harvard ManageMentor Global Collaboration Café

Many of us are collaborating more and more with people from other countries in our daily work. When we collaborate across cultures, we may encounter a number of challenges, including dealing with cultural differences, working virtually with others, and promoting team alignment.

To strengthen your global collaboration skills, join us for a Global Collaboration Café session, a learning opportunity sponsored by [sponsor] and based on material from Harvard ManageMentor. The Café will be led by [facilitator name and job title]. This hour-long session is scheduled for [date, time, web conference information or location]. The Café will enhance your Global Collaboration skills by helping youboost your cultural intelligence, build trust with collaborators, and overcome common communication barriers.

Before attending the Café, please complete the following five lessons, including practice activities for each lesson, and the assessment in the Harvard ManageMentor Global Collaboration topic [LINK to Harvard ManageMentor Global Collaboration topic]:

* Do Business Across Borders
* Boost Your Cultural Intelligence
* Build Trust Among Collaborators
* Negotiate Across Cultures
* Overcome Language Barriers
* Transcend Physical Distance
* Align a Global Team

Please complete and have available the tool “Worksheet for Understanding Another Culture” from the Harvard ManageMentor Global Collaboration Topic. **Please focus on your own national culture** when responding to worksheet items, *not* another culture as indicated in the instructions.

Also, please read *From the Collection* article “Cultural Intelligence” in the Lesson “Boost Your Cultural Intelligence.”

Please feel free to contact [sponsor] if you have any questions about the pre-work assignment or the   
Café session.

Thank you. We hope to see you on [DATE],

[NAME OF PERSON OR GROUP SENDING THE EMAIL]