The following is suggested email text for announcing the Leading People 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.

**Leading People**

Subject: Harvard ManageMentor Leading People Café

In today’s complex and ever-changing business environment, leadership matters more than ever. Organizations depend on leaders with high levels of emotional intelligence to earn people’s trust and inspire team members to work together toward an improved future.

To strengthen your leadership skills, join us for a Leading People 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 boost your leadership expertise by helping you assess and improve your emotional intelligence, foster trust, and engage and motivate members of your team.

Before attending the Café, please complete the following six lessons and the assessment in the Harvard ManageMentor Leading People topic [LINK to Harvard ManageMentor Leading People topic]:

* Leadership Myths
* Define Yourself as a Leader
* Cultivate Emotional Intelligence
* Build Trust
* Engage Employees
* Adopt a Global Mindset

In addition, please complete and have available the following:

* Complete the practice activity “Assess Your Emotional Intelligence” from the Harvard ManageMentor Leading People topic
* Complete the practice activity “Assess Your Trustworthiness” from the Harvard ManageMentor Leading People topic
* Complete the practice activity “Tap into Internal Motivation” from the Harvard ManageMentor Leading People topic

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]