The following is suggested email text for announcing the Finance Essentials 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.

**Finance Essentials**

Subject: Harvard ManageMentor Finance Essentials Café

Modern business requires leaders who are fluent in the language of finance. As you progress in your career, regardless of your role, you must be prepared to make the case for all types of resources in financial terms.

To enhance your understanding of financial terms, metrics, and applications, join us for a Finance Essentials 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 help you learn how to interpret financials statements, assess the financial health of a business or unit, and analyze and compare costs and benefits when determining the financial viability of a project, product, or service.

Before attending the Café, please complete the following six lessons and the online comprehension assessment in the Harvard ManageMentor Finance Essentials topic [LINK to Harvard ManageMentor Finance Essentials topic]:

* Understand Financial Statements
* Assess Financial Health
* Develop a Budget
* Perform Cost/Benefit Analysis
* Track Financial Performance
* Build Your Team’s Financial Intelligence

In addition, please complete and have available the following:

* Review the “Understanding the Purpose of Different Financial Statements” resource in the “Understand Financial Statements” lesson of the Harvard ManageMentor Finance Essentials topic
* Complete the practice activity “Calculate Financial Ratios” in the “Assess Financial Health” lesson of the Harvard ManageMentor Finance Essentials 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]