The following is suggested email text for announcing the Strategic Thinking 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.

**Strategic Thinking**

Subject: Harvard ManageMentor Strategic Thinking Café

In today’s complex business environment, we all need to think strategically. When the future is uncertain, focusing strictly on day-to-day tasks and short-term goals is a quick road to irrelevance for our organization. Ideally, everyone needs to practice strategic thinking by understanding the larger context in which we operate, continually challenging our perspectives, and anticipating opportunities and threats.

To strengthen your strategic thinking skills, join us for a Strategic Thinking 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].

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

* Understand the Big Picture
* Explore Key Trends
* Challenge Your Assumptions
* Anticipate Opportunities and Threats

In addition, please complete and have available the following:

* The “Strategic Thinking Self-Assessment” from the Harvard ManageMentor Strategic Thinking 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]