The following is suggested email text for announcing the Innovation and Creativity 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.

**Innovation and Creativity Others**

Subject: Harvard ManageMentor Innovation and Creativity Café

Innovation and creativity. Do you see these as part of your daily work? Too often, we consider them as special-occasion skills or relevant to only a few high-profile departments. The truth is, for our organization to succeed, innovation and creativity have to be on everyone’s agenda.

Please join us for an Innovation and Creativity Café session to deepen your skills in these key areas. This learning opportunity, sponsored by [sponsor] and based on material from Harvard ManageMentor, will be led by [facilitator name and job title]. Block 60 minutes on your calendar on [date, time, web conference information or location] to learn how to unlock curiosity to surface new ideas and opportunities, to collaborate to expand your capacity to innovate, and to take smart risks.

Before attending the Café, please complete the following lessons in the Harvard ManageMentor Innovation and Creativity topic [LINK to Harvard ManageMentor Innovation and Creativity topic]:

* + Innovation for All
  + Unlock Curiosity
  + Make Creative Connections
  + Take Smart Risks
  + Collaborate to Innovate

In addition, please complete the “Worksheet for Unlocking Curiosity” and “Worksheet for Taking a Smart Risk” from the Harvard ManageMentor Innovation and Creativity topic.

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

[NAME OF PERSON OR GROUP SENDING THE EMAIL]