The following is suggested email text for announcing the Decision Making 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.

**Decision Making**

Subject: Harvard ManageMentor Decision Making Café

An important aspect of being a leader is having the ability to make smart decisions. Decision making can be challenging, particularly when a group is involved. Not only do you need to consider the decision itself, but you also need to manage the group dynamics.

To develop your decision-making skills, join us for a Decision MakingCafé 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 activities and discussions in this Café will help you improve your ability to select an effective decision-making approach and frame the decision, manage cognitive biases and group dynamics that can influence decisions, and move a group toward closure.

Before attending the Café, please complete the following five lessons and the assessment within the Harvard ManageMentor Decision Making topic [LINK to Harvard ManageMentor Decision Making topic]:

* Prepare to Make a Decision
* Anticipate Decision-Making Challenges
* Evaluate Alternatives
* Make the Decision
* Communicate and Implement the Decision

Also, please come prepared with a decision you need to make or that you made in the past so you can apply the activities to your situation.

Please feel free to contact [sponsor] if you have any questions about the Café session.

Thank you. We hope to see you on [DATE],[NAME OF PERSON OR GROUP SENDING THE EMAIL].