The following is suggested email text for announcing the Performance Measurement 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.

**Performance Measurement**

Subject: Harvard ManageMentor Performance Measurement Café

The more you know about performance measurement—what it is and why it matters—the better you can help your group and your organization achieve their goals. That’s because assessing your group's results enables you to correct any missteps that might be affecting your group's performance, understand how your actions affect your employees' performance, and identify new opportunities for your group to improve its effectiveness.

To strengthen your skills in measuring performance, join us for a Performance Measurement 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 enhance your ability to set motivating targets for improving performance, accurately interpret performance data, and avoid performance measurement pitfalls.

Before attending the Café, please complete the following seven lessons, including practice activities for each lesson, and the online assessment in the Harvard ManageMentor Performance Measurement topic [LINK to Harvard ManageMentor Performance Measurement topic]:

* What Is Performance Measurement?
* The Foundation of Performance Measurement
* [Decide What to Measure](https://myhbp.org/hmm12/content/performance_measurement/decide_what_to_measure.html#/learn)
* [Set Targets](https://myhbp.org/hmm12/content/performance_measurement/set_targets.html#/learn)
* [Gather and Interpret Performance Data](https://myhbp.org/hmm12/content/performance_measurement/gather_and_interpret_performance_data.html#/learn)
* Avoid Pitfalls
* Use Measurement to Strengthen Management

In addition, please complete the tool “Worksheet for Determining Performance Objectives,   
Critical Success Factors, and Metrics” from the Harvard ManageMentor Performance Measurement topic for one objective only.

Also please have available a copy of the tool “Form for Setting Performance Targets” in the Harvard ManageMentor Performance Measurement topic. You do not need to complete the form prior to the Café session.

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]