The following is suggested email text for announcing the Goal Setting 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.

**Goal Setting**

Subject: Harvard ManageMentor Goal Setting Café

Goals are crucial to personal and professional success. Through goal setting, you and your team decide where you want to go and what you need to do to get there. When you work with your direct reports to design specific, challenging goals, you help them achieve high levels of performance.

To strengthen your goal setting skills, join us for a Goal Setting 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 goal setting skills by helping you develop high-impact team goals, foster successful goal achievement, and evaluate goals and the process for achieving them.

Before attending the Café, please complete the following four lessons, including practice activities for each lesson, and the assessment in the Harvard ManageMentor Goal Setting topic [LINK to Harvard ManageMentor Goal Setting topic]:

* Why Set Goals?
* Set Goals
* Accomplish Goals
* Evaluate Goals

In addition, please complete and have available the following:

* The tool “Worksheet for Setting Effective Goals” from the Harvard ManageMentor Goal Setting Topic, focusing on two or three potential goals for your unit or team
* The tool “Worksheet for Writing SMART Goals” from the Harvard ManageMentor Goal Setting Topic, using the SMART framework to define one potential unit or team goal identified while completing the “Worksheet for Setting Effective Goals” noted above

Also please have available the tool “Worksheet for Identifying Obstacles and Solutions“ from the Harvard ManageMentor Goal Setting Topic, though you do not need to complete the worksheet before the 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]