The following is suggested email text for announcing the Negotiating 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.

**Negotiating**

Subject: Harvard ManageMentor Negotiating Café

Every organization depends on negotiation to solve problems and get things done. And as a manager, you probably spend a significant part of your day negotiating with people inside and outside of your organization. The most successful negotiations are built on reaching mutual agreement and when you negotiate effectively, you create value for your organization and benefit from satisfying outcomes.

To increase your effectiveness in negotiating, please join us for a Negotiating 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 provide an opportunity for you to analyze a process and take action on implementing improvements.

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

* + Understand Negotiation
  + Prepare to Negotiate
  + Conduct a Negotiation
  + Close the Deal
  + Overcome Barriers to Success

In addition, please complete the “Worksheet for Analyzing and Improving Your BATNA” from Lesson 2 in the Harvard ManageMentor Negotiating topic. If you are not currently involved in a negotiation (e.g., with a client, vendor, employee, supervisor), use a past negotiation experience.

You should also have the tool “Establish Your Negotiating Position” from Lesson 2 readily available during the session as a reference.

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

[NAME OF PERSON OR GROUP SENDING THE EMAIL]