The following is suggested email text for announcing the Attracting and Cultivating Talent 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.

**Attracting and Cultivating Talent**

Subject: Harvard ManageMentor Attracting and Cultivating Talent Café

Do you want to better understand how to attract the talent your team needs to be successful? Do you know how to cultivate the talent on your team so that each member is engaged and wants to give their best on the job? As a manager, you play a central role in these efforts. And when you excel at them, you generate important value for your team and your entire organization while also advancing your own career.

To learn more about this, join us for an Attracting and Cultivating Talent 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 activities and discussions in this Café will help you strengthen your ability to attract and cultivate talent in your team. With your fellow attendees, you’ll explore strategies for managing three key activities: aligning your team members’ sense of purpose to their daily work, helping your team members make learning a priority, and staying in touch with former team members to sustain valuable advantages for your team and organization.

Before attending the Café, please complete the following lessons and the assessment within the Harvard ManageMentor Attracting and Cultivating Talent course [LINK to Harvard ManageMentor Attracting and Cultivating Talent course]:

* Shape a Positive Employee Journey
* Attract the Talent You Need
* Hire and Onboard Team Members
* Engage and Keep Employees
* Manage Team Transitions
* Assessment

Also, please come prepared with ideas about your organization’s purpose and ways in which your team contributes to it, learning opportunities that could be valuable for your team members, and former team members with whom you’d like to maintain contact.

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].