The following is suggested email text for announcing the Digital Intelligrance 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.

**Digital Intelligence**

Subject: Harvard ManageMentor Digital Intelligence Café

Technology has, and will continue to, radically transform how we do business. Everything from the tools we use to the data guiding our business—it’s shaped by the digital world. So how can we as leaders not only keep pace with this change, but excel because of it?

Join us for a Digital Intelligence 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 encourage you to embrace Digital Intelligence by helping you develop a digital mindset, providing tips for how to use data on your team, and guiding you through the process of experimenting with new digital opportunities.

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

* + Why You Need Digital Intelligence
  + Develop Your Digital Mindset
  + Lead a Digitally Capable Team
  + Draw Insights from Your Data
  + Act on Promising Digital Opportunities

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]