The following is suggested email text for announcing the Feedback Essentials 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.

**Feedback Essentials**

Subject: Harvard ManageMentor Feedback Essentials Café

It’s tempting to avoid giving or seeking out feedback because the feedback process can be uncomfortable for everyone involved. But feedback done well is vital to your employees’ growth—and your own. When you give positive feedback, you acknowledge employees’ successes and help them build on those accomplishments. When you deliver constructive feedback effectively, your employees will recognize it as a valuable experience that supports their development. And when you solicit and receive feedback about your own performance, you’ll accelerate development of your own skills.

To develop your ability to provide effective feedback, please join us for a Feedback Essentials 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 discuss how to give effective feedback, tailor feedback to individuals, and seek feedback to improve your own performance.

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

* Why People Avoid Feedback
* Give Effective Feedback
* Customize Feedback
* Create a Supportive Environment
* Seek Feedback

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].