The following is suggested email text for announcing the Ethics at Work 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.

**Ethics at Work**

Subject: Harvard ManageMentor Ethics at Work Café

An ethical workplace relies on everyone’s ability to distinguish between right and wrong. But as a manager, you have a particularly important role in fostering integrity in your team and ensuring the decisions you make are ethical. Ethical dilemmas at work are more often a question of right-versus-right rather than clear cut right-versus-wrong choices, so understanding how to put workplace ethics into practice is a key skill.

To strengthen your ability to build an ethical team culture and resolve ethical dilemmas, join us for an Ethics at Work 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 help you to foster integrity in the workplace, address barriers to ethical behavior, and make ethical decisions.

Before attending the Café, please complete the following five lessons, including the practice activities and the assessment, in the Harvard ManageMentor Ethics at Work topic [LINK to Harvard ManageMentor Ethics at Work topic]:

* Understand Workplace Ethics
* Resolve Ethical Dilemmas
* Foster Integrity
* Why Good Managers Behave Badly
* Apply Ethics Across Borders

Please complete and have available:

* The practice activity from the “Resolve Ethical Dilemmas” lesson from the Harvard ManageMentor topic.

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]