The following is suggested email text for announcing the Team Management 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.

**Team Management**

Subject: Harvard ManageMentor Team Management Café

If you lead a team, you have no illusions about how challenging your role can be. At the same time, you recognize that your ability to build and sustain a high-performing team is critical to our organization’s success.

To strengthen your team management skills, join us for a Team Management 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 enhance your team management skills by helping you foster optimal collaboration in your team, resolve destructive team conflicts while encouraging creative conflict, and build the trust among team members so essential to productive collaboration.

Before attending the Café, please complete the following five lessons, including practice activities for each lesson, and the assessment in the Harvard ManageMentor Team Management topic [LINK to Harvard ManageMentor Team Management topic]:

* Foster Trust
* Strengthen Team Identity
* Make Decisions Effectively
* Resolve Conflict
* Encourage Collaboration
* Evaluate Performance

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]