The following is suggested email text for announcing the Presentation Skills 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.

**Presentation Skills**

Subject: Harvard ManageMentor Presentation Skills Café

Everyone in our organization needs strong presentation skills. The ability to give presentations that effectively communicate information and influence others to take positive action is essential to accomplishing our shared goals.

To strengthen your presentation skills, join us for a Presentation Skills 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 foster your presentation skills by helping you discover how to engage an audience, use media effectively, and manage challenges such as stage fright and responding to audience questions.

Before attending the Café, please complete the following eight lessons, including the practice activities and the assessment, in the Harvard ManageMentor Presentation Skills topic [LINK to Harvard ManageMentor Presentation Skills topic]:

* Clarify Your Objective
* Crystallize Your Message
* Craft the Content
* Create High-Impact Media
* Engage a Remote Audience
* Rehearse, Rehearse, Rehearse
* Present with Impact
* Evaluate Your Presentation

In addition, please complete and have available the tool “Worksheet for Planning a Presentation” from the “Craft the Content” lesson from the Harvard ManageMentor Presentation Skills topic. When completing the worksheet, focus either on a presentation that you are scheduled to give, or a potential presentation on a subject that would be of value to your group.

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]