The following is suggested email text for announcing the Delegating 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.

**Delegating**

Subject: Harvard ManageMentor Delegating Café

Is your inbox always full? Do your employees often ask you for guidance and clarification on their work assignments? Do you find that your team doesn’t take ownership or responsibility for projects? Like many managers, you may find yourself in these situations because your delegation skills need honing.

To develop your delegation skills, join us for a Delegating 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 activities and discussions in this Café will help you improve your delegation skills by clarifying what types of tasks are appropriate to delegate and to whom, how to effectively communicate an assignment, and how to monitor the work and support your employees so they can successfully complete assignments.

Before attending the Café, please complete the following four lessons and the assessment within the Harvard ManageMentor Delegating topic [LINK to Harvard ManageMentor Delegating topic]:

* The Delegation Advantage
* Prepare to Delegate
* Communicate the Assignment
* Monitor and Support the Work
* Assessment

Also, please come prepared with a task that you are thinking about delegating so you can apply the activities to your situation.

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].