The following is suggested email text for announcing the Change 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.

**Change Management**

Subject: Harvard ManageMentor Change Management Café

You and your team play a key role in our company’s success in an ever-changing environment. By continually initiating and implementing change, you turn uncertainty into opportunity and help our organization stay competitive.

To develop your skills in managing change, join us for a Change 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 help you become a more effective change manager by providing an opportunity to discuss how to build your team’s skills for navigating continual change, identify opportunities for improvement, and overcome resistance to change.

Before attending the Café, please complete the following five lessons within the Harvard ManageMentor Change Management topic [LINK to Harvard ManageMentor Change Management topic]:

* Your Role in Change
* Navigate Constant Change
* Inspire Your Team to Initiate Change
* Lead a Change Initiative
* Address Resistance to Change

Also, please complete the assessment in the Harvard ManageMentor Change Management 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].