The following is suggested email text for announcing the Crisis 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.

**Crisis Management**

Subject: Harvard ManageMentor Crisis Management Café

When it comes to disasters and emergencies, it’s not a question of “if” but “when.” The Covid-19 crisis has presented a dramatic example, but it’s likely not the only crisis you’ll face in your career. How you respond to these crises and what you learn from them will define you as a leader.

To explore the skills you need to lead your team through turbulent times, join us for a Crisis 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 foster your crisis management expertise by helping you respond swiftly when a crisis arises, support and enable your team to act with resilience during a crisis, and communicate effectively during a crisis.

Before attending the Café, please complete the following five lessons and the assessment in the Harvard ManageMentor Crisis Management topic [LINK to Harvard ManageMentor Crisis Management topic]:

* What You Need to Tackle a Crisis
* Respond Swiftly to a Crisis
* Communicate Early and Often During a Crisis
* Lead with Compassion in a Crisis
* Emerge Stronger from a Crisis

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]