The following is suggested email text for announcing the Leveraging Your Networks 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.

**Leveraging Your Networks**

Subject: Harvard ManageMentor Leveraging Your Networks Café

Why is the ability to build and sustain networks so important? It’s because it’s how work gets done in today’s connected environment. To succeed, individuals in all types of organizations need to exchange knowledge, ideas, information, resources, and support—which is possible only through effective networking.

To explore the critical skills of building and using networks, join us for a Leveraging Your Networks 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 to understand how to assess, diversify, and sustain your networks.

Before attending the Café, please complete the following six lessons in the Harvard ManageMentor Leveraging Your Networks topic [LINK to Harvard ManageMentor Leveraging Your Networks topic]:

* Understand Networks
* Map and Assess a Network
* Strengthen Your Networks
* Develop Relationships
* Put Your Networks to Use
* Sustain Your Networks

In addition, please complete and have available the following:

* The practice activity “Map and Assess One of Your Networks” in the “Map and Assess a Network” lesson of the Harvard ManageMentor Leveraging Your Networks topic
* The tool “Worksheet for Assessing Network Diversity” in the “Strengthen Your Networks” lesson of the Harvard ManageMentor Leveraging Your Networks 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]