The following is suggested email text for announcing the Managing Your Boss 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.

**Managing Your Boss**

Subject: Harvard ManageMentor Managing Your Boss Café

Your boss plays a pivotal role in your success—or failure. Managing your boss *isn’t* political maneuvering for the sake of advancing your career. It isn’t manipulation. Rather, it’s a process of influencing your boss to make decisions that benefit both of you and your organization.

To strengthen your ability to develop a mutually beneficial relationship with your boss, join us for a Managing Your Boss 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 enhance your ability to influence your boss by helping you understand your boss, build a partnership with your boss, and communicate effectively with your boss.

Before attending the Café, please complete the following five lessons, including practice activities for each lesson, and the assessment in the Harvard ManageMentor Managing Your Boss topic [LINK to Harvard ManageMentor Managing Your Boss topic]:

* What Is Managing Your Boss?
* Know Your Boss—and Yourself
* Build a Partnership
* Communicate Effectively with Your Boss
* Manage a Difficult Boss

In addition, please complete and have available:

* The tool “Worksheet for Monitoring Your Relationship with Your Boss” in the Harvard ManageMentor Managing Your Boss topic
* The tool “Worksheet for Clarifying Team Goals” in the Harvard ManageMentor Managing Your Boss 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]