The following is suggested email text for announcing the Sharpening Your Business Acumen 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.

**Sharpening Your Business Acumen**

Subject: Harvard ManageMentor Sharpening Your Business Acumen Café

Do you understand your organization as a whole? Do you know what organizations must do to succeed as businesses? Do you want to better understand business strategy or develop your “enterprise mindset?” You may want to sharpen your business acumen: your understanding of what it takes for your whole company to operate and thrive.

To develop your business savvy, join us for a Sharpening Your Business Acumen 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 ability to work cross-functionally, align with organizational goals, and analyze business strategy.

Before attending the Café, please complete the following lessons and the assessment within the Harvard ManageMentor Sharpening Your Business Acumen course [LINK to Harvard ManageMentor Sharpening Your Business Acumen course]:

* Why You Need Business Acumen
* Learn What Makes Organizations Thrive
* Build Your Financial Skills
* Business Model Basics
* Know Your Organization’s Strategy
* Assessment

Also, please come prepared with ideas about key areas of our organization, who our customers are, and what customer needs we satisfy.

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].