The following is suggested email text for announcing the Developing Employees 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.

**Developing Employees**

Subject: Harvard ManageMentor Developing Employees Café

As managers, we know we need to support the development of our most valuable resource—our employees. But despite our best intentions, day-to-day demands can get in the way. However, there are strategies you can use to build development opportunities into your employees’ work, helping to boost engagement and propel their careers.

To increase your effectiveness in developing your employees, join us for a Developing Employees 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 provide an opportunity for you to:

* Personalize each employee’s development
* Encourage your team to build and use networks
* Support meaningful reflection

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

* Grow People Further, Faster
* Find Time to Develop Others
* Promote Hands-on Learning
* Create a Development Plan
* Propel Career Growth

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]