The following is suggested email text for announcing the Innovation Implementation 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.

**Innovation Implementation Others**

Subject: Harvard ManageMentor Innovation Implementation Café

Opportunities to innovate are all around you. Anything that you can do to make something *better*—for customers, a work group, or even you in your own job—can be an innovation. It all starts with taking the time to challenge and explore ideas to open up new possibilities.

Please join us for an Innovation Implementation Café session to do just that! This learning opportunity, sponsored by [sponsor] and based on material from Harvard ManageMentor, will be led by [facilitator name and job title]. Block 60 minutes on your calendar on [date, time, web conference information or location] to identify innovation opportunities, define and redefine problems that matter to stakeholders, and plan how to test ideas rapidly and affordably.

Before attending the Café, please complete the following lessons in the Harvard ManageMentor Innovation Implementation topic [LINK to Harvard ManageMentor Innovation Implementation topic]:

* + Innovation in Action
  + Identify Innovation Opportunities
  + Prioritize Potential Innovations
  + Design Innovation Experiments
  + Build Support for Innovation
  + Learn from Success and Failure

In addition, please complete the “Worksheet for Discovering New Ideas” and review the “Pick a Format for Your Experiment” handout from the Harvard ManageMentor Innovation Implementation topic. Come to the session ready to work through an innovation idea you’ve been thinking about or prepare to brainstorm something new.

Thank you. We hope to see you on [DATE],

[NAME OF PERSON OR GROUP SENDING THE EMAIL].