The following is suggested email text for announcing the Coaching 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.

**Coaching**

Subject: Harvard ManageMentor Coaching Café

In today’s fast-paced business environment, you need team members who can think, analyze, learn, and make smart choices independently. Through coaching, you can help them build these skills. It turns out that coaching is one of the most powerful ways to help others approach challenges, gain insights, and acquire new skills.

To develop your coaching skills, join us for a Coaching 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]. We’ll discuss how to establish a successful coaching relationship, listen and question effectively in a coaching conversation, and give constructive feedback.

Before attending, please complete the following lessons and the online assessment in the Harvard ManageMentor Coaching topic [LINK to Harvard ManageMentor Coaching topic]:

* A Coaching Mindset
* Promote Learning Agility
* Hold Coaching Conversations
* Listen and Question Effectively
* Give Constructive Feedback

In addition, please complete and have available the following tools from the Harvard ManageMentor Coaching topic:

* Worksheet for Creating a Coaching Action Plan
* Worksheet for Giving Feedback

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]