The following is suggested email text for announcing the Diversity 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.

**Diversity**

Subject: Harvard ManageMentor Diversity Café

Organizations have discovered that a diverse workforce provides important competitive advantages. Studies show diverse teams generate higher profits, greater innovation, and increased productivity compared with homogenous teams. To succeed in our organization, we not only need to build a diverse workforce, we also need to ensure that we create an environment where diverse team members feel welcome and their contributions are valued.

To strengthen your ability to leverage the advantages that employee diversity offers, join us for a Diversity 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 skills by helping you recognize personal biases, foster inclusivity in your team, and manage inevitable tensions that arise in diverse teams.

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

* [The Business Case for Diversity](https://myhbp.org/hmm12/content/diversity/the_business_case_for_diversity.html)
* [Develop your Cultural Competence](https://myhbp.org/hmm12/content/diversity/develop_your_cultural_competence.html)
* [Foster Inclusivity](https://myhbp.org/hmm12/content/diversity/foster_inclusivity.html)
* [Recruit and Retain a Diverse Team](https://myhbp.org/hmm12/content/diversity/recruit_and_retain_a_diverse_team.html)
* [Manage Diversity-Related Tension](https://myhbp.org/hmm12/content/diversity/manage_diversity_related_tension.html)

In addition, please review and have available the tool ““Approaches for Addressing Diversity-Related Conflict” in the Harvard ManageMentor Diversity 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]