The following is suggested email text for announcing the Stress Management 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.

**Stress Management**

Subject: Harvard ManageMentor Stress Management Café

All managers experience some level of stress in the workplace. That’s not surprising when there are so many things competing for their attention and so much to do. Some pressure is not only natural, it’s necessary for driving your best performance. Too much stress, however, can be debilitating for you and your team.

To strengthen your stress management skills, join us for a Stress Management 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 Stress Management skills by helping you identify stress triggers in your workplace, better manage your responses to immediate stress-producing situations, and increase your stress resiliency for the long term.

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

* Understand Stress
* What Stresses You Out – and Why?
* Manage Stress in the Moment
* Build Resilience to Stress
* Cultivate Well-Being

In addition, please complete and have available the tool “Worksheet for Identifying Your Emotional Triggers” from the Harvard ManageMentor Stress Management 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]