The following is suggested email text for announcing the Career 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.

**Career Management**

Subject: Harvard ManageMentor Career Management Café

How often do you stop to think about what you really want in a career? What steps have you taken recently to develop new skills or explore new opportunities? What support do you need for achieving your job-related goals?

To help you ensure lasting career satisfaction, join us for a Career 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 provide an opportunity for you to identify your core interests, values, and skills; explore your own growth opportunities; and cultivate a personal board of directors to support you along your career path.

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

* Your Career Path
* Know Yourself
* Seek Career Support
* Become an Agile Learner
* Overcome Career Hurdles

In addition, please:

* Complete the assessment in the Harvard ManageMentor Career Management topic
* Review the handout “Understanding Core Interests”
* Complete and have available the following tools: “Values Worksheet,” “Skills Assessment,” and “Worksheet for Building Learning Opportunities”

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]