Dear [SUPERVISOR’S NAME],

I would like to participate in the Institute for Healthcare Improvement (IHI)’s **Workforce Well-being Leadership Program.** This ​professional development program will enable me to develop the executive leadership skills required to put quality and safety at the top of the priority list for our organization.

The program will be delivered in a live-virtual format with 11 sessions, accompanied by 15-30 minutes of self-directed learning each week. Optional office hours will offer one-on-one coaching to support participants to apply skills and advance their work.

Live-virtual Sessions from 11:00 AM – 1:00 PM ET:

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| Session 1: March 11, 2025 | Session 7: April 29, 2025 |
| Session 2: March 18, 2025 | Session 8: May 6, 2025 |
| Session 3: March 25, 2025 | Session 9: May 13, 2025 |
| Session 4: April 1, 2025 | Session 10: May 20, 2025 |
| Session 5: April 8, 2025 | Final Presentations: June 10, 2025 |
| Session 6: April 15, 2025 |

Over the course of the six-month program, I will learn to:

* Develop Infrastructure: To establish the systems and structures to support strategic quality
* Create a Culture that Enables and Activates People: Create the activities and environment that support people to act
* Plan: Design a comprehensive approach to understanding and meeting customer needs across populations
* Improve: Charter and execute improvement breakthroughs with measurable results
* Sustain: Develop management systems to maintain a predictable and reliable process

The cost of attendance is $5,995. The time commitment is approximately 2 hours per virtual session and 15-30 minutes of self-directed support work in between the live sessions.

Continuing education credits will be offered for physicians, nurses, and certified professionals in patient safety.

Thank you for considering this investment in our organization and my professional development. I look forward to discussing this with you at your earliest convenience.

Best,

[YOUR NAME]