Dear [SUPERVISOR’S NAME],

I would like to participate in the Institute for Healthcare Improvement **Breakthrough Series College**. This ​professional development program will enable me to develop the knowledge and skills to run an effective and results-driven Breakthrough Series Collaborative for our organization. It will also strengthen my overall knowledge of improvement science. The program will be delivered in a blended format with both virtual and in-person sessions.

**Live-virtual Sessions from 12:00-4:00pm ET:**

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| Session 1: September 12, 2024 |
| Session 2: September 19, 2024 |
| Session 3: September 26, 2024 |
| Session 4: October 22, 2024 |

**In-person Meetings:**

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| 8am ET October 8, 2024 to 4pm ET October 9, 2024 | IHI Offices in Boston, Massachusetts |

The College moves chronologically through the BTS process:

* Selecting an effective, timely topic and impactful faculty
* Running a productive expert meeting
* Creating the technical content (driver diagram, change package, measurement strategy)
* Recruiting the right teams and engaging them in prework
* Using and teaching the Model for Improvement as the execution model
* Facilitating dynamic Learning Sessions
* Maintaining momentum in the Action Periods
* Assessing progress in the Collaborative and course-correcting as needed
* Guiding, closing, and evaluating the Collaborative

The cost of attendance is $4,995. The time commitment is approximately 4 hours per virtual session and 2 days plus travel for the in-person session. Additionally included in the College, there is a year-long call series of monthly 1-hour calls that follows the program along with participation in a BTS College Alumni network and on-going opportunities for 1:1 coaching with College faculty. 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]