



Dear [SUPERVISOR'S NAME],

I would like to participate in the Institute for Healthcare Improvement (IHI)'s **Chief Quality Officer Professional Development 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 blended format with both virtual and in-person sessions.

In-person Meetings:

Session 1: December 8, 2025	IHI Forum in Anaheim, California
Session 10: May 6-8, 2026	IHI Leadership Alliance Spring Meeting in Minneapolis, Minnesota

Live-virtual Sessions from 2:00 PM – 4:00 PM ET:

Session 2: January 8, 2026	Session 8: March 26, 2026
Session 3: January 22, 2026	Session 9: April 9, 2026
Session 4: February 5, 2026	Session 11: April 23, 2026
Session 5: February 19, 2026	Session 12: May 21, 2026
Session 6: March 5, 2026	Session 13: May 28, 2026
Session 7: March 12, 2026	

Over the course of the seven-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 \$9,995. The time commitment is approximately 2 hours per virtual session and 2-3 days for each of the two in-person meetings.

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]