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:

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| --- | --- |
| Session 1: December 8, 2025 | IHI Forum in Orlando, Florida |
| 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: April 9, 2026 |
| Session 3: January 22, 2026 | Session 9: April 23, 2026 |
| Session 4: February 5, 2026 | Session 11: May 21, 2026 |
| Session 5: February 19, 2026 | Session 12: June 11, 2026 |
| Session 6: March 12, 2026 | Session 13: June 25, 2026 |
| Session 7: March 26, 2026 |  |

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 $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]