Dear [SUPERVISOR’S NAME],

I would like to participate in the Institute for Healthcare Improvement (IHI)’s **Improvement Advisor Professional Development Program, Wave 84**. 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.

Live-virtual Sessions from 3-4:30 PM

|  |  |
| --- | --- |
| Session 1: 10 September, 2024 | Session 7: 18 March, 2025 |
| Session 2: 24 September, 2024 | Session 8: 1 April, 2025 |
| Session 3: 10 October, 2024 | Session 9: 6 May, 2025 |
| Session 4: 3 December, 2024 | Session 10: 10 June, 2025 |
| Session 5: 7 January, 2025 | Session 11: 22 July, 2025 |
| Session 6: 4 February, 2025 | Session 12: 9 September, 2025 |

In-person Meetings:

|  |  |
| --- | --- |
| November 5-8, 2024 | London, UK |
| February 25 -28, 2025 | London, UK |
| May 13-16, 2025 | London, UK |

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

1. Lead improvement efforts in your organization

2. Use the system of profound knowledge to guide your work

3. Use Shewhart charts to depict and interpret variation

4. Develop projects informed by Planned Experimentation to understand the cause-and-effect system producing the outcomes.

The cost of attendance is $16,400. The time commitment is approximately 1.5 hours per virtual session and 4 days for each of the three in-person workshops.

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]