Dear [SUPERVISOR’S NAME],

In successful health care systems, managers play a vital role in meeting their organizations’ key strategic and improvement goals. The Institute for Healthcare Improvement's (IHI's) Leading Quality Improvement: Essentials for Managers *uses* innovative teaching methods to enhance engagement and deepen understanding of quality improvement to improve organizational efficiency. I’m seeking your approval to attend the Institute for Healthcare Improvement’s (IHI’s) **Leading Quality Improvement: Essentials for Managers** beginning March 4, 2026.

As the bridge between senior leadership and the front lines, it is a manager’s job to turn high-level objectives into action at the department or team level. Far too often, managers are not equipped or supported with the right skills, resources, or guidance to excel in their roles.

This program begins by guiding experienced managers through assessing their own leadership and work styles. It continues by building quality planning skills to identify, align, and prioritize improvement opportunities within a unit or care team through leveraging both qualitative and quantitative data. Participants will also learn basic quality improvement and quality control tools and methods, as well as strategies to engage front-line staff in each of these phases of the improvement journey.

After completing this online course, I will be able to:

* Describe the skills, tools, and resources needed for mid-level managers to effectively lead quality improvement efforts at the local level.
* Demonstrate how to link department-level improvement activities to the organization’s goals and overall strategic plan.
* Apply approaches to quality planning, quality control, and quality improvement that can be used by mid-level managers to successfully partner with front-line staff and key stakeholders.

The cost of my attendance is $995 and the time commitment is approximately 16 hours over a 3-month period. Continuing education credits are available for physicians and nurses. The course incudes online lessons and live virtual sessions with expert faculty and other managers around the world. IHI offers a 15% group discount for organizations who send three or more people, so if there are other managers you know could benefit from this training, we could take it together for a discounted fee of $846 per registration.

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]