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) **Redesigning Event Review with RCA2 OCC** beginning March 10, 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.

During this online course, I will:

* ​Explore the type of culture it takes to support RCA2
* Learn to prioritize events for RCA2 review
* ​Assemble an effective RCA2 team
* ​Explore strategies to engage patients in the RCA2 process
* Gain tools and techniques for conducting interviews after an adverse event occurs
* Use flowcharting after an adverse event to understand what happened and why
* Learn to identify actions that will protect patients and staff from future harm
* Apply goal-setting and measurement techniques to facilitate sustained improvement
* Implement approaches for evaluating the success of RCA2
* Explore creative possibilities for future applications of RCA2

The cost of my attendance is $549 and the program includes self-paced online content, three live All-Learner Calls, social learning with peers, and access t​​o one-on-one coaching with expert faculty. Continuing education credits are available for physicians and nurses.

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]