Dear [SUPERVISOR’S NAME],

I would like to participate in the Institute for Healthcare Improvement (IHI)’s **Improvement Advisor Professional Development Program, Wave 86**. This professional development program will enable me to build the executive leadership and improvement skills needed to put quality and safety at the top of the priority list for our organization.

**Program Format and Schedule**

The program is organized into three learning units of 5–6 weeks each, interspersed with 10-week action periods where participants apply concepts in real time through improvement projects.

During each learning unit, participants should reserve:

* Tuesdays, 12:00–3:00 PM ET
* Thursdays, 12:00–1:00 PM ET

Activities include:

* Live interactive calls with faculty and peers
* Project presentations and peer feedback
* Small-group discussions
* 2–3 hours per week of asynchronous assignments (self-paced videos, readings, exercises)

Between learning units, participants will:

* Lead an improvement project in their setting
* Submit monthly progress reports to track learning and results
* Engage in 1:1 faculty consults and additional assignments as designated

Program Outcomes

* Over the course of this twelve-month program, I will learn to:
* Lead and spread improvement efforts across our organization
* Use the Model for Improvement and systems thinking to guide our work
* Apply Shewhart charts and other analytic methods to understand and act on variation
* Develop and test change ideas using PDSA cycles and Planned Experimentation
* Provide constructive feedback to peers and colleagues, strengthening our improvement culture

**Commitment**

The time commitment is approximately 3–4 hours per week during active learning units, plus ongoing work on an organizational improvement project during the action periods. To receive credit for completing the program (and continuing education credit where applicable), participants must attend live sessions, complete required self-paced activities, and submit graduation assignments.

The cost of attendance is $13,500

Thank you for considering this investment in my professional development and in strengthening our organization’s improvement capability.

Best,

[YOUR NAME]