**Subject:** Request to Participate in Leading Patient Safety: Essentials for Managers and Directors

Dear [SUPERVISOR’S NAME],

I would like to participate in the **Institute for Healthcare Improvement (IHI)’s Leading Patient Safety: Essentials for Managers and Directors Program**. This 14-week professional development course is designed for operational leaders—like myself—who are ready to take a more active and strategic role in advancing safety for patients and staff in our organization.

This program is uniquely tailored to managers and directors who lead from the middle, with responsibilities for people, processes, and outcomes. It offers practical, high-impact training on the core mindsets and practices needed to lead effective safety work in today’s complex healthcare environments.

**Program Details:**

* **Format:** Online, with asynchronous modules and live virtual coaching sessions
* **Live Virtual Calls:** 8 sessions, Tuesdays from 11:00am–12:00pm ET
* **Course Duration:** 14 weeks (March 17–June 23, 2026)
* **Time Commitment:** Approximately 16 hours total
* **Tuition:** $995 (group and scholarship rates available)

**Key Benefits:**
Through this course, I will gain the tools and strategies to:

* Guide teams using proven coaching practices to strengthen safety culture and process reliability
* Align our safety efforts with broader organizational strategy
* Apply frameworks like Safety-I/Safety-II, high reliability, and just culture in daily operations
* Navigate complex systems, manage change effectively, and promote psychological safety
* Translate safety improvement into better patient outcomes and workforce well-being

The program will equip me with immediately applicable practices, such as leading debriefs, conducting safety huddles, integrating safety into hiring and coaching, and using improvement tools to address harm.

Given the increasing importance of mid-level leadership in improving safety, I believe this investment will enhance not only my own leadership capacity but also the safety, resilience, and performance of our team.

Thank you for considering this opportunity. I’d be happy to provide more information or discuss how the learnings can be shared across our department.

Best Regards,

[YOUR NAME]