Dear [SUPERVISOR’S NAME],

I am interested in participating in the **Making AI Work for You online course** offered by the Institute for Healthcare Improvement (IHI). This course empowers quality and safety leaders to lead safe, responsible, and effective AI adoption in their organization.

This 8-week course offers hands-on activities designed to help me effectively apply AI solutions in daily work, leverage improvement science for continuous learning, explore real-world use cases shared by faculty and peers, and ensure responsible AI implementation across departments.

The course begins on October 7, 2025, and is offered online through asynchronous and synchronous sessions.

Activities that can be improved with the implementation of AI after completing this course include:

* Data and Analysis
* Quality and Improvement Learning
* Staff and Leadership Development
* Regulation and Compliance
* Communication and Policy

As part of this course, I will use a generative AI tool to build my skills. I agree not to use any proprietary or confidential information as part of my skill-building and only use AI tools in accordance with our existing policies. If I have questions, I agree to reach out and seek guidance. The IHI team will be providing data for learning purposes.

The cost of attendance is $1,200 and there is a 15% discount for groups of 3 or more. There are also 25% scholarships available to assist with tuition costs. The time commitment is 60–90 minutes per week.

Continuing education credits are offered for physicians, nurses, and certified professionals in patient safety.

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]