Dear [SUPERVISOR’S NAME],

I would like to participate in the Institute for Healthcare Improvement (IHI)’s **Preventing and Mitigating Workplace Violence in Health Care: Essentials for Leaders.** This ​professional development program will give me the tools to assess risks, implement reliable prevention strategies, and apply standardized frameworks that strengthen workforce safety.

This course includes six 90-minute online sessions led by expert faculty with real-world experience in preventing workplace violence. In addition to large group learning, you will have opportunities to join small group discussions to share insights and connect with peers.

Live-virtual Sessions from 10:00 AM – 11:30 AM ET:

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| Session 1: March 10, 2026 | Session 4: April 21, 2026 |
| Session 2: March 24, 2026 | Session 5: May 5, 2026 |
| Session 3: April 7, 2026 | Session 6: March 19, 2026 |

Over the course of the six-week program, I will learn to:

* Build reliable risk assessment and response systems that reduce incidents of violence and incivility while improving overall workforce safety.
* Use standardized data and measurement frameworks to track incidents, identify patterns, and evaluate prevention efforts.
* Create and lead interdisciplinary threat management teams that bring together clinical, security, legal, and organizational perspectives.
* Navigate legal and regulatory requirements to ensure compliance, reduce liability, and strengthen prevention strategies.
* Apply validated screening tools and communication methods to identify risks early, escalate concerns appropriately, and prevent violence.

The cost of attendance is $1,195. The time commitment is approximately 90-minutes per virtual session.

Continuing education credits will be 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]