

# 2023 Iowa Water Industry Leadership Institute

The Iowa Section-American Water Works Association is pleased to announce the 2023 session of the **Iowa Water Industry Leadership Institute**. The Leadership Institute is strategically crafted to provide a forum for new and emerging water industry leaders to build their personal leadership style and skills by offering a balanced blend of discussion-oriented presentations and experience-based, hands-on skill-building. What makes the Iowa Water Industry Leadership Institute distinctive is that the curriculum has been customized to the unique leadership demands of Iowa's water professions.

There is a clear need for high-quality leadership throughout all segments of the water industry in Iowa. Too often, individuals are promoted based on their leadership *potential* and are left to develop their leadership skills on their own. This program is specifically tailored to provide the next generation of industry leaders with a framework to grow their own unique leadership vision and style.

The Leadership Institute provides an unparalleled peer-to-peer networking opportunity with both current and future industry leaders. Participants have a chance to hear firsthand from current and past leaders from around the state who will share their personal leadership journeys and philosophies. A key element of the course is the interaction among the participants as they discuss and debate the many challenges and opportunities facing leaders in today's water profession.

## Ideal Participant

The course is targeted at individuals who have at least five years of experience in some segment of the drinking water or waste water industry. The most successful participants will have recently become a formal leader or aspire to be in a formal leadership role within the next few years.

## Topics Covered

- The Importance of a Solid Leadership Foundation
- Effectively Leading Teams
- Handling Difficult Discussions
- Public Relations Strategies
- Leadership Ethics in the Water Profession
- Mental Resiliency for Leaders
- The Leaders Role in DEI
- Building a Desirable Organizational Culture

## Need more information?

Questions about the Leadership Institute can be directed to John Dunn  
(515) – 239-5150 ~~ john.dunn@cityofames.org

# 2023 Iowa Water Industry Leadership Institute

## Program Description

The program consists of two back-to-back sessions in May, then one session each month from June through September. The Institute wraps up with two consecutive days in October including presentations given by the Institute cohort at the Iowa Section-AWWA's Annual Conference. Each session involves short presentations by subject matter experts from around the state, with an emphasis on engaged interactions among the program attendees. Advance work may be required ahead of each session to allow the time together to be as productive as possible. With the exception of the final presentations, all sessions will be fairly informal; business casual attire is appropriate.

## Ideal Participant

The Institute is designed to foster leadership growth in new organizational leaders as well as aspiring leaders. As such, the most successful participants will have at least three to five years of experience in any facet of the drinking water or wastewater profession. **Attendees should either have recently become a formal leader or be at a point in their career progression that movement into a formal leadership position is likely within the next few years.** The program has been designed to provide value to leaders in utilities, consulting firms, manufacturing and sales companies, contractors, and regulatory agencies.

## Selection Criteria

The cohort group size has been structured to maximize the quality of interpersonal discussions among attendees. The minimum size of the group is 15 participants, and the maximum number accepted into the Institute is 20 participants. The selection committee strives to balance the makeup of the 2023 cohort group to represent a diverse range of occupations, backgrounds, interests, and employers, giving preference to the following:

- ✓ Applicant's experience, current position, and career aspirations
- ✓ Applicant's commitment to attend all sessions
- ✓ Applicant's potential for upward movement in the profession, based on the recommendation of their supervisor
- ✓ The overall diversity of the cohort group

## Expectations

The Leadership Institute is designed as an experiential learning program. The ultimate value of the program depends heavily on the full engagement and participation of all participants. There is no substitute for being present at each session. **Attendees are expected to attend every session.** Without attendance by every participant, the experience is diminished for all members of the cohort.

Attendees are expected to arrive for sessions fully prepared by completing any advance reading or assignments. Every participant is expected to engage fully with speakers and other class members at all sessions. Above all, participants should come prepared to have fun while growing their individual leadership skills!

## Tuition

Tuition for each participant is \$925 (\$975 for non-AWWA members) and covers all program fees (books, training materials, lunches, and morning and afternoon refreshments). **New this year:** The tuition includes a one-day registration for the Iowa Section-AWWA's Annual Conference. Payment is due prior to the first session.

## 2023 Session Details

May	30 <sup>th</sup> 31 <sup>st</sup>	Ames	Leadership Foundations Effectively Leading Teams
June	20 <sup>th</sup>	Des Moines	Handling Difficult Discussions
July	18 <sup>th</sup>	North Liberty	Leadership Ethics / Leadership Roundtable
August	23 <sup>rd</sup>	Johnston	Public Relations
September	19 <sup>th</sup>	West Des Moines	Building Leadership Resiliency / DEI
October	18 <sup>th</sup> 19 <sup>th</sup>	Des Moines	Organizational Culture / Wrap up Conference/Ethics Presentations

*The subject matter for sessions may be rearranged should presenter and facility availability change.*

## Continuing Education Unit Credits

Cohort members who attend all sessions are eligible to claim 16.5 hours of continuing education credit that can be claimed in Water Treatment or Water Distribution, or 12.5 hours that can be claimed in Wastewater Treatment (or a combination of WT, WD and WW).

## Application Process

A complete application must include the following items. Please type all responses.

- \_\_\_\_\_ Completed Application Form
- \_\_\_\_\_ Applicant's Personal Letter of Intent
- \_\_\_\_\_ Letter of Recommendation from Employer or Supervisor
- \_\_\_\_\_ Applicant and Employer Agreement

**Applications must be received by Friday, April 21, 2023**

Submit applications to:

**City of Ames Water and Pollution Control Department**

ATTN: Iowa Water Industry Leadership Institute

1800 E 13<sup>th</sup> Street

Ames, IA 50010

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## APPLICANT'S PERSONAL LETTER OF INTENT

Each applicant must provide a Letter of Intent that outlines their reason for applying to and attending the Iowa Water Industry Leadership Institute. The letter should provide the following information. Please note that a resume cannot be used to substitute for this requirement.

- Brief (one paragraph) summary of applicant's educational and employment background. Indicate any fields of study and degrees awarded. Also include any relevant professional accreditations, certifications, or licenses. Note that degrees and licenses are not required. This information simply helps the selection committee balance the diversity of the cohort.
- Brief (one paragraph) summary of what applicant considers to be their greatest career achievements to date.
- Brief (one paragraph) summary of civic, business, professional, and volunteer activities the applicant has participated in during the past five years.
- Personal Perspectives. Provide a short (one page) essay on why applicant wishes to participate in the Iowa Water Industry Leadership Institute, what they hope to gain from their participation, and how they think the program will help them achieve their future career goals.

## LETTER OF RECOMMENDATION

A Letter of Recommendation is required from each applicant's employer or supervisor. The letter should explain how the applicant's background and experience would make them a good candidate as an emerging leader in an aspect of the Iowa water profession. Although not required, it is recommended that the employer or supervisor provide the letter in a confidential sealed envelope that can be included with the rest of the application packet.

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## APPLICANT INFORMATION Please print clearly & legibly

FIRST NAME (As you want it shown on course materials)		LAST
AGENCY / EMPLOYER		JOB TITLE
BUSINESS ADDRESS		CITY / STATE / ZIP
BUSINESS PHONE	BUSINESS FAX	E-MAIL (Important; most correspondence will be via email)

## PRIMARY RESPONSIBILITIES

Please provide a brief description of your primary work responsibilities.

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\_\_\_\_\_  
Years in Water Profession

\_\_\_\_\_  
Years in Current Position

\_\_\_\_\_  
Years of Direct Supervisory  
Responsibility (Note – Supervisory  
experience is not required)

## PAYMENT INFORMATION

By submitting this application, you are committing to payment if selected for the Institute. Payment is NOT required at the time of application. When you have been accepted into the 2023 cohort, we will provide you with an invoice with instructions on how to make payment by check or credit card.

Please indicate your AWWA membership status

- AWWA Member (includes utility or corporate members): \$925  
 Non-member: \$975

**AWWA Membership Number** \_\_\_\_\_

(An employee of a utility or firm that is an AWWA member may register at the member rate.)

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## APPLICANT AND EMPLOYER AGREEMENT

\*Please keep a copy for your records.

### APPLICANT

I desire to participate in the 2023 Iowa Water Industry Leadership Institute and am committed to growing my leadership knowledge, skills, and abilities. I understand my responsibility to my colleagues in the program and commit to preparing for, attending, and fully participating in each and every session.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

### EMPLOYER / SUPERVISOR

I fully support the application of \_\_\_\_\_  
for the 2023 Iowa Water Industry Leadership Institute. Their employer is willing to make available the necessary time for full participation in all scheduled sessions and activities. I will make sure that they can attend all sessions without penalty.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Employer / Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Business / Organization Name

\_\_\_\_\_  
E-mail address

### 2023 INSTITUTE SCHEDULE

All sessions are generally from 8:30 a.m. – 4:30 p.m. Please review all dates and give careful consideration to your ability to attend all sessions. Mark with an "X" any sessions you are **unable** to attend.

- \_\_\_\_\_ Tuesday, May 30
- \_\_\_\_\_ Wednesday, May 31
- \_\_\_\_\_ Tuesday, June 20
- \_\_\_\_\_ Tuesday, July 18
- \_\_\_\_\_ Wednesday, August 23
- \_\_\_\_\_ Tuesday, September 19
- \_\_\_\_\_ Wednesday, October 18
- \_\_\_\_\_ Thursday, October 19 (Iowa Section Annual Conference)
- \_\_\_\_\_ I expect to attend all sessions

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## COVID-19 REQUIREMENTS

It is an unfortunate reality that COVID-19 will continue to impact conference and training programs for the near-term at least. As an “in-person” event, each session will adhere to the local requirements of the host city, county, and utility. Attendance at the Iowa Water Industry Leadership Institute 2023 is subject to the releases below and compliance with any IA-AWWA and host facility’s policies and procedures. Members of the 2023 cohort are advised to immediately withdraw from a session if feeling unwell or showing symptoms that are characteristic of COVID-19. As CDC guidance and local regulations are subject to change over time, the Institute’s facilitators will strive to provide updates on all expectations prior to each session.

## RELEASES:

COVID-19 RELEASE: I hereby release, covenant not to sue, discharge, and hold harmless Iowa Section-AWWA and its affiliates, including their respective employees, officers, directors, agents, event hosts, facilitators, presenters, and/or representatives, from any claim or cause of action, including all liabilities, penalties, losses, damages, costs, or expenses of any kind, arising out of or relating to exposure to COVID-19. I agree that the foregoing release, discharge, and covenants apply even when Iowa Section-AWWA or its affiliate directly or indirectly caused injury, losses, or other harm related to COVID-19, whether by negligent acts or omissions, and whether a COVID-19 infection occurs before, during, or after participation in any Iowa Section-AWWA program. This release is binding on my heirs, administrators, executors, successors and assigns.

CONSENT TO USE OF PHOTOGRAPHIC IMAGES: Registration and attendance at, or participation in, an IA-AWWA event constitutes an agreement by the registrant to the use and distribution of the registrant or attendees’ image or voice in photographs, videotapes, electronic reproductions and audiotapes of such events and activities by IA-AWWA and other third parties, including but not limited to the venue, the host city, and the host CVB.

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Printed Name

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Applicant Signature

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Date