

2024 Iowa Water Industry Leadership Institute

The Iowa Section-American Water Works Association is pleased to announce the 2024 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 personal 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
- 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

2024 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 emphasizes 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 Iowa Section strives to balance the makeup of the 2024 cohort group to represent a diverse range of occupations, backgrounds, interests, leadership experience, 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 \$975 (\$925 for AWWA members) and covers all program fees (books, training materials, lunches, and morning and afternoon refreshments). **The tuition includes a one-day registration for the Iowa Section-AWWA's Annual Conference.**

2024 Session Details

May	22 nd 23 rd	Ames	Leadership Foundations Effectively Leading Teams
June	26 th	Des Moines	Handling Difficult Discussions
July	23 rd	Rathbun	Leadership Ethics / Leadership Roundtable
August	20 th	Johnston	Public Relations
September	25 th	West Des Moines	Personal Leadership / DEI
October	23 rd 24 th	North Liberty Coralville	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 approximately 19 hours of continuing education credit that can be claimed in Water Treatment or Water Distribution, or 15 hours that can be claimed in Wastewater Treatment (or a combination of WT, WD and WW). Licensed engineers can claim approximately 30 Professional Development Hours that includes professional ethics. Since the first day of the Iowa Section AWWA Annual Conference is included with your Institute registration, additional CEU's can be earned through the conference.

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 19, 2024

Submit applications to:

City of Ames Water and Pollution Control Department

ATTN: Iowa Water Industry Leadership Institute

c/o Ames Water Treatment Plant

1800 E. 13th Street

Ames, IA 50010

2024 Iowa Water Industry Leadership Institute

Sponsored by the
Iowa Section-American Water Works Association

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 the 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 the 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.

2024 Iowa Water Industry Leadership Institute

Sponsored by the
Iowa Section-American Water Works Association

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.

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, but will be requested prior to the start of the Institute. When you have been accepted into the 2024 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.)

Iowa Water Industry Leadership Institute 2024

Sponsored by the
Iowa Section-American Water Works Association

APPLICANT AND EMPLOYER AGREEMENT

*Please keep a copy for your records.

APPLICANT

I desire to participate in the 2024 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 2024 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

2024 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.

- _____ Wednesday, May 22
- _____ Thursday, May 23
- _____ Wednesday, June 26
- _____ Tuesday, July 23
- _____ Tuesday, August 20
- _____ Wednesday, September 25
- _____ Wednesday, October 23
- _____ Thursday, October 24 (first day of the Iowa Section Annual Conference)
- _____ I expect to attend all sessions

2024 Iowa Water Industry Leadership Institute

Sponsored by the
Iowa Section-American Water Works Association

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 2024 is subject to the releases below and compliance with any IA-AWWA and host facility’s policies and procedures. Members of the 2024 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.

Printed Name

Applicant Signature

Date