



American Water Works
Association

IowaSection

100 Court Avenue, Suite 203
Des Moines, IA 50309-2257
T 515.283.2169
F 515.284.7301
E info@awwa-ia.org
W www.ia-awwa.org

2017 Iowa Water Industry Leadership Institute

The American Water Works Association - Iowa Section is pleased to announce the fifth 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 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 a formal leadership role within the next few years.

Topics Covered

- The Importance of a Solid Leadership Foundation
- Building and Leading High Performing Teams
- Building Leadership Skills of Difficult Communications and Situation-based Leadership
- Crisis Leadership
- Crafting Effective Public Relations Strategies
- Principle-based Employee Recruitment and Development
- Project Leadership
- Ethical Leadership

Iowa Water Industry Leadership Institute 2017

Program Description

The program consists of one session each month for seven months, beginning in April and wrapping up at the Iowa Section AWWA Annual Conference in October. The April session will be two days in length; the remaining sessions are a single day. 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. The program will conclude with the participants being recognized at the Iowa Section AWWA Annual Conference in October. 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 rising stars. As such, the most successful participants will have at least three to five years of experience in 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 to 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 2017 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

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 \$600 (\$650 for non-AWWA members) and covers all program fees (books, training materials, lunches, and morning and afternoon refreshments). Payment is due approximately one month prior to the first session.

2017 Session Details

April 19 & 20	West Des Moines	Day 1 – Leadership Foundations Day 2 – Leading Teams
May 17	Des Moines	Interpersonal Relationships Experienced Leader Roundtable
June 21	Iowa City	A Leader’s Role in Public Relations
July 19	Ames	Strategic Recruitment and Development
August 16	Marshalltown	Leadership in Times of Crisis Conflict Management
September 13	Johnston	Building Stakeholder Engagement Building Strategic Project-based Relationships
October 10	Council Bluffs	Ethics and the Water Profession; Presentations

The subject matter for sessions may be rearranged depending on presenter availability.

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, February 24, 2017

Submit applications to:

City of Ames Water and Pollution Control Department

ATTN: Iowa Water Industry Leadership Institute

300 E. 5th 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.
- 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 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 he/she hopes to gain from their participation, and how he/she thinks 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

NAME (MR. / MS.)	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.)

AWWA Membership Number _____ Check here if not an AWWA member.
(An employee of a utility or firm that is an AWWA member may register at the member rate.)

PAYMENT INFORMATION

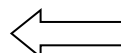
By submitting this application you are committing to payment if selected for the Institute. If selected for the Institute, payment is authorized by the method indicated below. Payment by check is required at the time of application; checks will not be cashed unless the applicant is selected, and will be returned uncashed if not selected. If you indicate your intent to pay by credit card, upon selection you will be emailed a link to a secure online form. Credit card payment must be made prior to the start of the first session.

Please indicate your AWWA membership status

- AWWA Member (includes utility or corporate members): \$600
- Non-member: \$650

Please indicate your payment method

- Check enclosed *****Payable to Iowa Section AWWA*****
- Charge, secure on-line URL to be provided upon selection



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APPLICANT AND EMPLOYER AGREEMENT

*Please keep a copy for your records.

APPLICANT

I desire to participate in the Iowa Water Industry Leadership Institute 2017 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 Iowa Water Industry Leadership Institute 2017. His/her 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

2017 INSTITUTE SCHEDULE

All sessions are 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 and Thursday, April 19 & 20
_____ Wednesday, May 17
_____ Wednesday, June 21
_____ Wednesday, July 19
_____ Wednesday, August 16
_____ Wednesday, September 13
_____ Tuesday, October 10
_____ I expect to attend all sessions