



American Water Works  
Association

IowaSection

## 2021 Iowa Water Industry Leadership Institute

The American Water Works Association - Iowa Section is pleased to announce the seventh 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
- Handling Difficult Discussions
- Crafting Effective Public Relations Strategies
- Building a Desirable Organizational Culture
- Gaining Stakeholder Support for Controversial Initiatives
- Ethical Leadership

### Need More Information?

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

# Iowa Water Industry Leadership Institute 2021

## Program Description

The program consists of two sessions per month for four months, beginning in July and wrapping up at the AWWA-Iowa Section's Annual Conference in October. 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 presenting 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 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 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 2021 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 \$625 (\$675 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.

## 2021 Session Details

July	13 <sup>th</sup>	Ames	Leadership Foundations
	14 <sup>th</sup>	Ames	Leading High Performing Teams
August	17 <sup>th</sup>	Des Moines	Interpersonal Relationships
	18 <sup>th</sup>	Des Moines	Public Relations
September	14 <sup>th</sup>	North Liberty	Organizational Culture
	15 <sup>th</sup>	North Liberty	Stakeholder Engagement/Conflict Mgmt
October	12 <sup>th</sup>	Cedar Rapids	Ethics / Wrap up
	13 <sup>th</sup>	Cedar Rapids	Conference/Ethics Presentations

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

## Continuing Education Unit Credits

Cohort members who attend all sessions are eligible to claim 22 hours of continuing education credit that can be claimed in Water Treatment or Water Distribution, or 18 hours that can be claimed in Wastewater Treatment.

## 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, May 28, 2021**

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.
- 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 & legibly

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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.

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Years in Water Profession

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Years in Current Position

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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 2021 cohort, we will provide you with an invoice and ask that payment be made by check prior to the first session.

Please indicate your AWWA membership status

- AWWA Member (includes utility or corporate members): \$625  
 Non-member: \$675

**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 Iowa Water Industry Leadership Institute 2021 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 2021. 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

### 2021 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, July 13
- \_\_\_\_\_ Wednesday, July 14
- \_\_\_\_\_ Tuesday, August 17
- \_\_\_\_\_ Wednesday, August 18
- \_\_\_\_\_ Tuesday, September 14
- \_\_\_\_\_ Wednesday, September 15
- \_\_\_\_\_ Tuesday, October 12
- \_\_\_\_\_ Wednesday, October 13
- \_\_\_\_\_ I expect to attend all sessions

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## COVID-19 REQUIREMENTS AND RELEASE

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 2021 is subject to the releases below and compliance with any AWWA-Iowa Section and host facility’s policies and procedures. Members of the 2021 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.

### RELEASE:

I hereby release, covenant not to sue, discharge, and hold harmless AWWA-Iowa Section 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 AWWA-Iowa Section 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 AWWA-Iowa Section program. This release is binding on my heirs, administrators, executors, successors and assigns.

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Printed Name

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Applicant Signature

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Date