



Water Leadership Program

Leadership Lab Assignment

Asynchronous; April 15 - May 8, 2024

In this asynchronous exercise, we invite participants to dive deep into one of several pre-selected leadership topics covered during the program. Participants will choose a topic, engage with relevant resources, and develop an output, such as an evaluation, outline, or presentation.

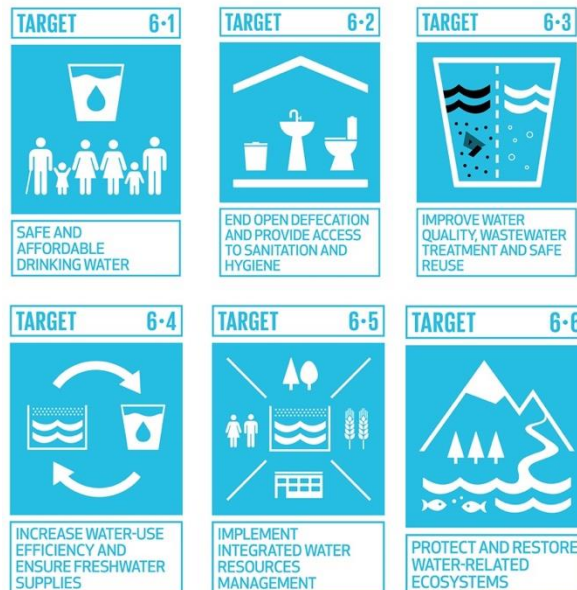
Take a minute to think about what water leadership means to you. THINK: personal leadership goals, what you want to accomplish with your team/colleagues, and ... the bigger picture (regional, national, and global).

CONTEXT

SUSTAINABLE DEVELOPMENT GOALS



<https://www.un.org/sustainabledevelopment/water-and-sanitation/>



<https://www.waterforpeople.org/sdg6/>

IMAGINE

“Imagine the year 2031. ... The main challenge facing us is getting enough people into the water sector.” This statement is from a 2018 article: “[Innovative leadership will enable achieving water and sanitation for Everyone \[Forever\]](#).” So, we’ve been talking about this challenge—the dearth of workers in/across the water sector—for a few years! The author of the article notes the following multiple times in the article: “Political will and tone at the top are essential to our future success along with new financing methods and greater human capital. Together, this *is* innovative leadership!”

We, the WLP team, see this as a CALL TO ACTION: what kind of leader do you want to be to help achieve clean water and sanitation services for everyone forever?

This Leadership Lab assignment is an opportunity for you to think about leadership in terms of DE&I, Leadership Style, and Succession Planning.

INSTRUCTIONS

- Read through the 3 topics and outputs.
- Choose only one (1) of the following topics you would like to explore and then apply in your current position.
- Develop your output.



Topic 1: Diversity, Equity and Inclusion (DE&I)

Does your utility or organization have a DE&I Plan?

- If yes: Evaluate your utility's/organization's diversity and inclusion plan.
 - Use [US Census Data](#) or [EJ Screen](#) to look at your community's demographics. Use these demographics to keep your community in mind as you evaluate your DE&I plan.
 - Think about strengths and weaknesses, gaps, etc.
- If no: What might a DI plan look like that would best serve your utility/organization? Look at a few examples. (An online search can provide you with examples.)

Output

- If yes: Write up a 1-2 page (double-spaced) evaluation to provide to your utility/organization. Consider sending it to the appropriate person or set up a meeting to discuss.
- If no: Write up a 1-2 page (double-spaced) outline for a DE&I Plan for your utility/organization. SEE: guides and templates below, or find an example that works well for you/your organization.

Some resources:

- [DE&I: Why Plan?](#) 2020, Williams College
- [Organizing and Implementing a Strategic Plan \[for DE&I\]](#), n.d., University of Michigan
- [Strategic Diversity Planning Guide](#), n.d., University of Nebraska-Lincoln
- [Diversity, equity, and inclusion plan template and tool](#), 2023, City of Philadelphia
- [Creating a Strategic DEI Plan](#) from *Inclusion at Work*



Topic 2: Leadership Style

What is your leadership style?

- How does your leadership style affect people senior to you, and those junior to you?
- What leadership trends do you think are most important to your particular position/work?

Output

- Respond to the questions above using **only one** of the following:
 - Slide deck: 3-5 slides with notes
 - Zoom video: 5-7 minutes
 - podcast-style audio: 7-9 minutes

Some resources:

- [What Leadership Style Do You Major In?](#) February 2023, *Harvard Business Review*
- [Which Leadership Style Is Best for Your Team?](#) May 2019, *Wharton online*
- [Servant Leadership Theory.](#) January 2024, *Program on Negotiation, Harvard Law School*
- [4 Leadership Trends For The Future Of Work As We Leap Into 2023,](#) January 2023, *Forbes*
- [The 6 Most Common Leadership Styles and How To Find Yours,](#) February 2024, *IMD*



Topic 3: Succession Planning

Are there established succession plans at your utility/organization?

- What would you have liked to have known about your job responsibilities when you started?
- Look at some example Standard Operating Procedures (SOPs) for succession planning/knowledge transfer.

Output

- Develop a succession planning SOP for your position. This could be an outline, a flowchart, a step-by-step guide, a written document, or something else that would assist someone who has your position in the future.

Some Resources:

- [Why Is a Standard Operating Procedure Important? SWEFC](#)
- [Guidance for Preparing Standard Operating Procedures \(SOPs\) / EPA QA/G-6](#)
- [Washington State Dept. of Health, Standard Operating Procedures for Water Treatment Plants](#)
- [Standard Operating Procedures: A Writing Guide](#) (An easy to grasp guide)
- [10 Steps to Successful Succession Planning](#)
- [Short video on Succession Planning](#)
- [Knowledge transfer inventory](#) from the EFC at Syracuse University
- [Knowledge Management and Transfer Model](#) (from NH DAS)
- [Succession Planning Checklist](#)
- SU-EFC [Succession Planning Guidebook for local officials](#)
- NIH [Succession Planning Step-by-Step Guide](#)