

CTWEA

In conjunction with NEIWPCC

are again offering the

Wastewater Management leadership Program

Following the success of the previous Wastewater Management Leadership Programs we will again be holding the Wastewater Management Leadership Program in 2024. The program aims to provide future managers an opportunity to explore the skills and knowledge required to manage a wastewater treatment facility.

The program is a 10-month, one meeting per month series.

Admission to the program is by application only. Applications are available at www.ctwea.org. The application deadline is January 15, 2024.

PROGRAM SUMMARY

Expectations of participants will be:

- Attend all ten (10) class sessions.
- Prepare presentations to be delivered in the class.
- Shadow another facility's manager.
- Obtain permission from their manager to participate in the program.

Tuition Cost: \$600.00 CTWEA Member
\$650.00 non-member

CEUs: 9 CEU's for the 10month attendance.

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-- 2024 Course Syllabus --

Beginning in February 2024 continuing through November 2024, classes will be held one day per month from 8:00 am to 3:00 pm at TBD.

Lunch will be provided with each class.

Students must attend all training sessions listed in the Course Schedule to complete the program. Missed Classes: Students are expected to attend all classes. Should a student miss two classes they will not graduate or receive the class CEU's.

An application must be submitted for acceptance into the program. Applications will be reviewed by the selection committee and selected Participants will be notified of acceptance by January 22, 2024.

Course Dates

1. February 21, 2024
2. March 20, 2024
3. April 17, 2024
4. May 22, 2024
5. June 19, 2024
6. July 17, 2024
7. August 21, 2024
8. September 18, 2024
9. October 16, 2024
10. November 13, 2024
11. December CTWEA Managers Forum (Graduation)

Topics Including but not Limited To

Safety and Emergency Management, PFAS
Blueprint Reading, GIS/CMOM, Plant Upgrades
Working with WPCAs, Legislative topics,
Connecticut DEEP, Union Relations,
Experiences of multiple Superintendents and
Plant Managers

We ask that two students prepare a brief speech for graduation reflecting on what they have learned during the 10-month class and share their thoughts at the graduation ceremony.

Participant Speaking Assignment (Topics TBD)

Communication skills are essential for managers at wastewater treatment facilities; often they are the key person between those who work at the facility and the town manager, the public, elected officials, or public works director. Managers must be able to research an issue and present the information to a group. These speaking assignments help develop these essential skills. Students will each be assigned one topic. Presentations are limited to 10 minutes.

1. The short presentation must;
 - a. Be prepared as a power point presentation
 - i. Not last longer than 10 minutes
 - ii. Be factual
 - iii. Each presentation shall include copies to be handed out to all
 - iv. Provide an opportunity for questions.
 - b. Presenters can include practical information from their own experiences or examples from their WWTF.
 - c. Be focused on introducing fellow students to the topic and why the topic is important to wastewater managers
 - d. Students will be provided anonymous written constructive feedback from other students and instructors to help improve their speaking skills.

Superintendent Shadow

The superintendent shadow activity is designed to get the students out of the classroom and into a facility where they can learn directly from the real-life experiences of a manager. Students must spend a minimum of 6 hours with their host manager (who cannot be from the student's facility). Course facilitators can help students select a facility for job shadowing prior to the third class.

Students are responsible for arranging all details of the exchange, including proper authorization from their employer to attend if on work time, transportation to and from the facility, and the hours/days of the visit. Students must submit the form for shadowing with the December class.

Students should try to arrange their visit when they can get the maximum benefit depending on their interest. The exchange can also be divided up between multiple days (as long as the 6-hour minimum requirement is met) in order to allow students to learn from a variety of experiences. A log showing dates, times, and activities observed must be submitted. Ideas for the exchange can be:

- **Budget Meetings or Budget Preparations**
- **Facility Upgrade Meetings**
- **Implementing New Program or Systems**
- **Troubleshooting**
- **Board Meetings or/public Meetings**
- **Special Occasions**

Students should discuss their interests with their host manager to identify dates when the student can maximize the learning experience.

Shadow Form

Documentation: When the shadow activity is completed, please turn this form into the course facilitator along with the log detailing the dates, times, and observations.

Student Name: _____ Home Facility Name: _____

Manager Name: _____ Host Facility Name: _____

I certify that the student has completed _____ hours of job shadow with me.
