

**SUPERIOR COURT OPERATIONS
EMPLOYEE EDUCATION COMMITTEE —
COURSE CONTENT FORM**

JD-ES-296 Rev. 4-18

Instructions

Send completed form to:

Employee Education and Development, 225 Spring Street, Wethersfield, CT 06109 *or*
EmployeeEducationandDevelopment@jud.ct.gov.

About This Form

Judicial Branch professionals take many steps to develop and deliver employee education. The Course Content form provides essential information about a course. This form may serve as a resource for employees, especially supervisors, when deciding the appropriateness of a specific course.

**STATE OF CONNECTICUT
SUPERIOR COURT OPERATIONS
JUDICIAL BRANCH**

[Employee Education and Development](#)



ADA NOTICE

The Judicial Branch of the State of Connecticut complies with the Americans with Disabilities Act (ADA). If you need a reasonable accommodation in accordance with the ADA, contact a court clerk or an ADA contact person listed at www.jud.ct.gov/ADA.

Unit	Course contact	Telephone
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Course title

<input type="checkbox"/> New course	<input type="checkbox"/> Revision	Form date	LMS course ID	Course pilot date	Course discontinued on date
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This course is intended for

Why is this curriculum important?

What is your course description?

What are your learning objectives?

What Judicial Branch policies, goals, or performance areas (Branch-wide, Division-wide, and/or Unit-specific) does this course support?

How will you measure the value of the course and the experience of the participant?

How will you measure the knowledge or skill level that a learner obtained as a result of this course?

How will you measure the extent to which the learned skills or knowledge are applied when the employee is performing his or her job?

How will you measure the effect or benefit the course has had on Judicial Branch programs or services (Branch-wide, Division-wide, and/or Unit-specific)?

For more information about this course, call the Course Contact listed at the top of this form.

The course and its contents are recommended by:

Unit Director Superior Court Operations	Signature	Date
Employee Education and Development Superior Court Operations	Signature	Date

The course and its contents are approved by:

Executive Director Superior Court Operations	Signature	Date
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