

**LEADERSHIP EMPLOYEE EDUCATION  
AND DEVELOPMENT (LEED)  
PROGRAM APPLICATION**

JD-ES-344 Rev. 3-20

**STATE OF CONNECTICUT  
JUDICIAL BRANCH  
EMPLOYEE EDUCATION AND DEVELOPMENT UNIT**



**Instructions**

Completed applications may be submitted using one the following methods:

**E-mail (preferred method): [EmployeeEducationandDevelopment@jud.ct.gov](mailto:EmployeeEducationandDevelopment@jud.ct.gov)**

**OR Fax: (860)263-2773 - Attention: Employee Education and Development**

Name of Participant	E-mail address	Phone number
Division/Unit/Court	Job title	Address
Name of Supervisor	E-mail address of Supervisor	Phone number of Supervisor
Years of Service (Minimum requirement of 15 years of Judicial/State Service)	Years of Judicial/State service	

Describe where you see yourself within the Judicial Branch in 7 years

As part of my expected leadership responsibilities, I (Select all that apply):

<input type="checkbox"/> Supervise staff (Number of direct reports ____ )	<input type="checkbox"/> Manage projects or programs _____
<input type="checkbox"/> Manage supervisors (Number of direct reports ____ )	<input type="checkbox"/> Serve as lead for _____
<input type="checkbox"/> Other _____	

The LEED Program includes the following courses: (Completion of any or all of these listed courses will be determined by your duties and aspirations.)

- The 4 Essential Roles of Leadership®
- Jhana®: Bite Sized Learning for Leaders
- The 6 Critical Practices for Leading a Team™ (Jhana® push e-mail only)
- Leadership Foundations™
- Leadership Modules™ (Building Process Excellence® and Leading Across Generations®)
- Leading at the Speed of Trust®
- Unconscious Bias: Understanding Bias to Unleash Potential™
- Jhana® push e-mail campaign for Unconscious Bias
- SEED Program curriculum (Optional)

**Computer Access Requirements**

Participation in the LEED Program requires an internet-connected workstation equipped with a headset connection. You will be required to bring your own headset for participation.

Upon acceptance into the LEED Program, the Superior Court Operations Division, Employee Education and Development Unit will issue each participant user login credentials to access online courses for the allocated time. Once issued, users must not share these credentials with others in order to comply with the licensing terms of the online course vendor.

I am committed to completing the LEED Program.

Signature of Participant	Print or type name of person signing	Date signed
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I support the above-employee's full participation in the LEED Program and will coordinate with this employee to ensure that they are able to complete all courses in which they are assigned.

Signature of Supervisor	Print or type name of person signing	Date signed
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**(This section will be completed by the Executive Director/Divisional Director upon acceptance into the program.)**

I approve the time for this employee to participate in and complete the LEED Program.

Signature of Executive Director/Divisional Director	Print or type name of person signing	Date signed
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**Questions?**

Contact the Employee Education and Development Unit:

Via E-mail: [EmployeeEducationandDevelopment@jud.ct.gov](mailto:EmployeeEducationandDevelopment@jud.ct.gov) or Call (860) 263-2755