

**SUPERVISORY EMPLOYEE EDUCATION
AND DEVELOPMENT (SEED)
PROGRAM APPLICATION**

JD-ES-345 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

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 10 years of Judicial/State Service)	Years of Judicial/State service		
Describe where you see yourself within the Judicial Branch in 10 years			

As part of my expected managerial/supervisory responsibilities, I (*Select all that apply*):

☐ Supervise staff (Number of direct reports ____) ☐ Serve as project lead _____

☐ Other _____

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

- Presentation Advantage®
- Speed of Trust® Foundations
- The 7 Habits for Managers®
- Leading Effective Meetings
- Writing for Results
- Managing Millennials™
- Project Management Essentials® or The 6 Critical Practices for Leading a Team™
- Unconscious Bias: Understanding Bias to Unleash Potential™
- Jhana® account (micro learning modules)
- Jhana® push e-mail campaign for 6 Critical Practices (micro learning modules)
- Jhana® push e-mail campaign for Unconscious Bias (micro learning modules)
- Millennials @ Work™

Computer Access Requirements

Participation in the SEED 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 SEED 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 SEED 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 SEED 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 SEED 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 or Call (860) 263-2755