

**COURSE CONTENT -  
CSSD TRAINING ACADEMY**

JD-ES-355 New 7-23

STATE OF CONNECTICUT  
JUDICIAL BRANCH  
**COURT SUPPORT SERVICES DIVISION**  
[www.jud.ct.gov](http://www.jud.ct.gov)



**Instructions**

Send completed form to: [CSSD.TrainingAcademy@jud.ct.gov](mailto:CSSD.TrainingAcademy@jud.ct.gov)

**About this form:**

This course content form provides essential information about a proposed course. This form may serve as a resource for employees, especially supervisors, when deciding the appropriateness of a specific course.

For information on ADA accommodations, contact the Centralized ADA Office at 860-706-5310 or go to: [www.jud.ct.gov/ADA/](http://www.jud.ct.gov/ADA/)

Agency name		Address		
Facilitator(s)		E-mail address		Telephone
Unit	Course title			
Submission date	Course status <input type="checkbox"/> New course <input type="checkbox"/> Revision	Course duration (hours)	Course delivery type <input type="checkbox"/> Virtual <input type="checkbox"/> In-person <input type="checkbox"/> Other: _____	

**Special notes/prerequisites:**

**Need for training:**

**Course description:**

**Course learning objectives:**

**How will you measure the learner's reaction to the course?**

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

***For Use Below by Court Support Services Division Only***

LMS course ID

Course discontinue on *(date)*

**Which division(s), unit goal(s), or performance area(s) does this course support?**

**How will you measure the extent to which the learned skills or knowledge are applied when the employee is performing their 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)?**