

**COURSE CONTENT -
CSSD TRAINING ACADEMY**

JD-ES-355 New 7-23

STATE OF CONNECTICUT
JUDICIAL BRANCH
COURT SUPPORT SERVICES DIVISION
www.jud.ct.gov



Instructions

Send completed form to: 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/

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)?