



Commonwealth of Massachusetts
Department of
Developmental Services

DDS Metro Region

Training Calendar



January – March 2024

[Click here to access the DDS Metro Training Handbook](#)

REGISTRATION INFORMATION

*****PLEASE NOTE*****

Registration is mandatory due to space restrictions. Attendance is guaranteed with your email confirmation.

All trainings promoted in this calendar will be held virtually, using Webex Meetings or Webex Trainings

You do NOT need a Webex account to register or attend.

To attend you must pre-register using your individual email address.

REGISTER BY CLICKING ON THE LINK PROVIDED IN THE TRAINING CALENDAR.

Be sure to complete all required information. Confirmation emails are sent with each successful registration. It is important we have correct contact information in case we need to reach you with announcements, preparatory materials or in the event the training is cancelled.

WHEN SIGNING UP PLEASE REMEMBER:

- 1) Please notify us immediately if staff will not be attending a session for which they have registered. We maintain a waitlist and appreciate the chance to enroll someone waiting.
- 2) Agencies are encouraged to have another person attend as a substitute for the registered person should they be unable to attend, however this needs to be confirmed through the registration email process.
- 3) A consistent “no show” pattern may result in limits on the number of agency staff permitted to register for future trainings.
- 4) Please plan to connect to the virtual room 10-15 minutes early. This training starts promptly on time and the virtual room will lock automatically. Late arrivals will not be able to join the room and will need to reschedule.
- 5) Training may be cancelled if there are not enough people registered.

JOINING THE TRAINING:

On the morning of the training, all who have registered will receive an email which will include the meeting link, number and password needed to access the training.

DEVICES TO USE WHEN TAKING THE TRAINING:

Joining a training with a PC or laptop is recommended, however you may also join using a smartphone or tablet after downloading the Webex app. The device you use to attend the training must have audio and should have video (camera) capacity. After connecting to the training, if you are having difficulty with the meeting audio, you will have the option of connecting to audio by calling/dialing in while maintaining the visual on your primary device.

UNFAMILIAR WITH WEBEX?:

Prior to the training date:

1. Download and install Webex onto your PC or laptop.
 - It can be found here: <https://www.webex.com/downloads.html>
2. Check out these resources to view Webex guides, tutorials and other help:
 - Webex Help Center: <https://help.webex.com/en-us/>
 - Webex Essentials: <https://essentials.webex.com/>
3. Connect to a test meeting to check your device setup:
 - Webex Test Meeting: <https://www.webex.com/test-meeting.html>

ACCOMMODATIONS:

- Please let us know at least two weeks before the event if you need an accommodation so that we may do our best to meet that need. Thank you!
- Please contact us at: <mailto:dds.metrotraining@mass.gov>




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January 2024

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Metro Region DDS Office
465 Waverley Oaks Road Suite 120
Waltham, MA 02452

DDS.MetroTraining@Mass.gov

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 	2	3	4	5	6
7	8	9	10	11 Basic Human Rights 1:00pm-4:00pm https://conta.cc/48eJ9k6	12 Breaking Bad News 1:00pm-3:00pm https://conta.cc/3GURBZA	13
14	15 Martin Luther King Jr. Day	16 Human Rights Officer 9:00am-2:00pm https://conta.cc/3RIQSFZ	17 Self Determination 2:00pm-4:00pm https://conta.cc/4aALQhb	18 Workplace Communication 10:00am-12:00pm https://conta.cc/3TWa4NI	19 Internet Safety 9:00am-11:00am https://conta.cc/3NJ6L8e	20
21	22 Intro to Positive Behavior Supports 2:00pm-4:00pm https://conta.cc/3H3EDsp	23	24 Relationships and Sexuality 10:00am-12:00pm https://conta.cc/3tAnO5p Metro Region Cultural Diversity Committee 1:00pm-2:30pm Email: DDSMetroregiondiverstycommittee@mass.gov	25 De-escalation Strategies 9:30am-11:30am https://conta.cc/47aQ3oZ	26 Understanding the People We Support 1:00pm-3:00pm https://conta.cc/41Sf5Zf	27
28	29 Teaching and Learning 2:00pm-4:00pm https://conta.cc/3RwXNMk	30	31 Being an LGBTQ+ Ally 10:00am-12:00pm https://conta.cc/48bT0H4			

February 2024

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Basic Human Rights 9:00am-12:00pm https://conta.cc/48Ftyu7	2 Person Centered Planning 9:00am-11:00am https://conta.cc/47m4DKh	3
4	5 Understanding Dementia in Adults with IDD 1:00pm-3:00pm https://conta.cc/48xAp8g	6	7	8 Healthy Aging in Adults with IDD 1:00pm-3:30pm https://conta.cc/4b4lvIJ	9 Breaking Bad News 1:00pm-3:00pm https://conta.cc/48J9aYP	10
11	12 Intro to Mental Health: Understanding Anxiety and Depression 10:00am-12:00pm https://conta.cc/3S6TdVf	13 Human Rights Officer 8:45am-2:00pm https://conta.cc/3GSKNM9	14	15 Partnering with Families 9:00am-11:00am https://conta.cc/47kOwN9	16	17
18	19	20	21	22 IN PERSON FIRE SAFETY https://conta.cc/3HvEjTQ	23	24
25	26 Practicing Healthy Lifestyles 9:30am-11:30am https://conta.cc/3vJ1pU9	27	28 Metro Region Cultural Diversity Committee 1:00pm-2:30pm Email: DDSMetroregiondiverstycommittee@mass.gov	29 ISP Workshop IN PERSON 9:00am-4:00pm https://conta.cc/3U6tZJr		



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Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12 Human Rights Officer 9:00am-2:00pm https://conta.cc/4am5PjP	13	14	15	16
17	18	19	20	21	22 IN PERSON Fire Safety https://conta.cc/3HvEBdo	23
24	25	26	27 Metro Region Cultural Diversity Committee 1:00pm-2:30pm –Email DDSMetroregiondiverstycommittee@mass.gov	28	29	30