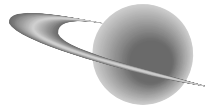


Learning Matters

October/November/December 2011



"One's work may be finished someday, but one's education, never."

Office of Learning & Development

Department of Developmental Services

Central/West Massachusetts Region

171 State Avenue, Palmer, Massachusetts 01069

Main Phone for C/W Regional Office (413) 284-1500

<i>Learning & Development</i>	<i>Numbers</i>
<i>Administration & Registration</i>	(413) 284-5082
<i>Candace Cassin (Director)</i>	(413) 284-5080
<i>Pat Carney</i>	(413) 284-5083
<i>Don LaBrecque</i>	(413) 284-5085
<i>Tom Winans</i>	(413) 284-5084
	FAX (413) 284-1519
	TRAINING LINE (413) 284-5087

You can also view and download *Learning Matters* on line at
www.communitygateway.org.

Once in the website, click on the "Training" button.

Call the **TRAINING LINE**

for weekly schedule of trainings
and for weather cancellations
at **(413) 284-5087**



WEATHER CANCELLATIONS

Cancellations will not be announced on local radio or television stations.

- ◆ Training will be cancelled if public schools are cancelled in the community in which the training is scheduled to occur. (If you are scheduled for a First Aid or CPR class at Monson Developmental Center, please contact **(413) 283-3411 Ext. 0** after 6:30 a.m. to find out if the class has been cancelled.)
- ◆ If the public schools are only delayed, then training will occur as scheduled. There will be no delay in start time. If registrants believe that they cannot arrive on time or attend the full session, they should reschedule for another day.
- ◆ Staff scheduled for trainings should use their best judgment in deciding whether or not to attend the session. They should not attend, for example, if they feel that traveling to the training site would be too dangerous.
- ◆ In some cases when there is a winter storm, the distance that the instructor must travel, or the closure of the site (e.g. a public library or the Red Cross) by its management may require the training to be cancelled. Therefore, **you are always encouraged to call the Central/West training line anytime after 7:15 AM at (413) 284-5087.**

About Learning Matters

- *Learning Matters* is published by the DDS Central/West Office of Learning & Development. In order to save paper, each quarterly edition lists dates and locations for classes scheduled during that three-month period.
- Information about the content of classes is available in *Learning Matters Class Descriptions*. This document is currently being updated and is expected to be completed by the end of this month (June 2011). In the meantime, if you are interested in a particular class description, please contact jeffrey.monseau@state.ma.us.
- *Learning Matters* is distributed electronically. It may also be found at www.communitygateway.org under the "Training" button. The *Learning Matters Class Descriptions* will be posted on the Community Gateway website.
- *Directions to Training Locations* will also be posted at www.communitygateway.org

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REGISTRATION

Classes listed in this catalogue are primarily for staff of DDS and DDS-funded agencies and programs in the Central/West Region. Others are welcome as space permits. If you are not working in one of these contexts and are interested in attending a class, please call (413) 284-5082 for more information.

➤ HOW TO REGISTER

- ❖ For most classes, please complete the registration form on page 26 and fax to (413) 284-1519 , or
- ❖ Use an electronic version to email your registration form to **Jeffrey.Monseau@state.ma.us**.
IF YOU HAVE NOT RECEIVED A RETURN CONFIRMATION WITHIN 72 HOURS,
please call (413) 284-5082.
- ❖ For MAP classes in central MA, please call Iris Colon at (508) 845-9111 x154.
- ❖ For First Aid or CPR classes held at Monson Developmental Center, please contact:
Rocky (413) 283-3411 x1255 or Sue at (413) 283-3411 x1213

➤ CANCELLATIONS/NO SHOWS

- ❖ Please complete the cancellation form on page 27 and fax to (413) 284-1519 , or
- ❖ Use an electronic version to email your cancellation form to **Jeffrey.Monseau@state.ma.us**.
- ❖ To cancel for a MAP training in central MA, call Iris at (508) 845-9111 x154.
- ❖ To cancel for First Aid or CPR classes at Monson Developmental Center, please call Rocky (x1255) or Sue (x1213) at (413) 283-3411.

PLEASE NOTE: Due to the high number of last minute cancellations for CPR/First Aid classes in Westfield, if we have not received your cancellation by noon of the Wednesday preceding the class, you will be charged the regular class fee.

Trainings will be cancelled if there are not enough people registered. The decision is typically made one week prior to the scheduled training date. **Please Note: If an inadequate number of participants show up on the day of the training, the training may be cancelled.**

Please notify us immediately if staff will not be attending a session for which they have been registered. If at all possible, please substitute another person for the one being cancelled, especially if it is only 2-3 days before the class. A consistent “no show” pattern may result in limits on the number of staff that an agency is permitted to register for future trainings.

➤ TRAINING START AND END TIMES

Please be sure that participants are aware of the start time of their class. **In some cases, latecomers will not be admitted.** Participants should plan to attend the entire session; if a person must leave before the end of the session, awarding a certificate is at the trainer’s discretion.

➤ MAPS/DIRECTIONS

Directions are included in the *Learning Matters Master Catalogue*, or may be obtained by calling (413) 284-5082. They can also be found on line in the *Learning Matters Master Catalogue* at www.communitygateway.org (click on "Training"). **Please be sure that staff members know how to get to the training site.**

➤ PARKING

Directions to the training site include parking directions when specified by the location. Please park ONLY in the areas they have requested, even if spaces are available in closer lots. **Directions are found in the *Learning Matters Master Catalogue*.**

➤ ACCOMMODATIONS

Not all training sites are wheelchair accessible. Please indicate when registering if you need accommodations or information in an alternative format. All attempts will be made to accommodate your needs.

FRAGRANCE FREE

Increasing numbers of people are experiencing environmental sensitivities. Reactions can range from symptoms such as headaches, congestion, nausea, and difficulty concentrating to more serious reactions such as difficulty breathing. In consideration of those with chemical sensitivities, ALL participants are asked to avoid wearing perfumed products to trainings. This includes perfumes, colognes, aftershave, and scented hair care and body care products.

Your colleagues with environmental sensitivities thank you.

For your own health and the health of others,

PLEASE DO NOT COME TO TRAINING IF YOU ARE SICK!

It is the trainer's prerogative to turn away participants who are ill.

For a full descriptions of classes and directions to training locations, please see the *Learning Matters Master Catalogue*

(If you do not have a *Learning Matters Master Catalogue*, see page 2 for how to obtain one.)



LOCATION KEY for Classes October/November/December 2011

*Directions and parking instructions are in
the Learning Matters Master Catalogue.*

If you need further assistance, please call:
(413) 284-5082

Alternatives	Alternatives, Inc. 53 Sumner Street, Milford	Main # for Alternatives (508) 234-6232
ATC	Assistive Technology Center 195 Industrial Drive, Northampton <i>(formerly Adaptive Design Services)</i>	(413) 586-7424
BCArc	BCArc Training Room 65 Depot Street, Dalton	(413) 684-1906
Berkshire Area Office Berkshire 5th	DDS – State Office Building – 5th Floor, Room 502 333 East Street, Pittsfield	(413) 447-7381
CHD-Birnie	Center for Human Development 332 Birnie Avenue, Springfield	(413) 733-6624
C/W Regional Office	Central/West Regional Office 171 State Avenue, Palmer <i>For MapQuest, Google Maps, and GPS directions use: 171 Upper Palmer Road, Monson, MA 01057</i>	(413) 284-1500 <i>Training Room A Conference Room D</i>
DMH – Northampton	Department of Mental Health Village Hill Road, MA 01060 <i>(on the grounds of the former Northampton State Hospital)</i>	(413) 587-6200
DDS - Shrewsbury	Glavin Regional Center 214 Lake Street, Shrewsbury	(508) 845-9111 <i>LCR – Large Conf. Room Lobby – Lobby Conf. Room RCR – Regional Conf. Room</i>
Fitchburg Fire Department	Fitchburg Fire Department 33 North Street, Fitchburg	(978) 345-9660
MDC	Monson Developmental Center 175 State Avenue, Palmer	(413) 283-3411 <i>Buckley Building Daly Hall</i>
WMH	Western Massachusetts Hospital 91 East Mountain Road, Westfield PARKING in back parking lot only	(413) 562-4131 <i>Aud – Auditorium/Conference Center BDR – Back Dining Room</i>
Westfield Chapter American Red Cross	American Red Cross - Westfield Chapter 48 Broad Street, Westfield	(413) 562-9684

MA DDS - C/W Region - Training Calendar

OCTOBER 2011

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
3 Communicative Intent of Behavior DDS-LCR-Shrewsbury 9:00-1:00	4 Basic Human Rights Fitchburg Fire Dept. 9:00-3:00 Adult CPR [C] MDC-Buckley 2 nd -Palmer 8:00-12:00	5 Standard First Aid [C] MDC-Buckley 2 nd -Palmer 8:00-12:00	6 Dysphagia Interest Group DDS-Lobby-Shrewsbury 10:00-12:00	7 Adult CPR [W] 8:30-12:00 Standard First Aid [W] 12:30-4:00 Red Cross-Westfield
10 HOLIDAY Office Closed	11	12	13	14 Adult CPR [W] 8:30-12:00 Standard First Aid [W] 12:30-4:00 Red Cross-Westfield Basic Sign Language Level I [W] ATC-Northampton 9:30-12:30 HRO/c Networking Meeting CHD-Birnie-Springfield 9:00-11:00
17 Fire Safety DMH-Northampton 9:00-1:00	18	19 Adult CPR [C] MDC-Buckley 2 nd -Palmer 8:00-12:00 HRO/c Networking Meeting DDS-Lobby-Shrewsbury 10:00-12:00	20 HRO/c Networking Meeting BAO-5 th -Pittsfield 9:00-11:00	21 Adult CPR [W] 8:30-12:00 Standard First Aid [W] 12:30-4:00 Red Cross-Westfield Basic Human Rights C/W-D-Palmer 9:00-3:00
24 Basic Sign Language Level II [W] ATC-Northampton 9:30-12:30 ANV (Overview) WMH-Aud-Westfield 9:00-1:00	25 Human Rights System C/W-D-Palmer 9:00-4:30 ANV-Level I (Self-Defense) WMH-Aud-Westfield 9:00-1:00	26 ANV-Level I (Self-Defense) WMH-Aud-Westfield 9:00-1:00 Overview Alzheimers & ID BCArc-Dalton 9:30-12:30 Informed Consent Fitchburg Fire Dept. 9:30-12:00	27 ANV-Level I (Self-Defense) WMH-Aud-Westfield 9:00-1:00	28 Adult CPR [W] 8:30-12:00 Standard First Aid [W] 12:30-4:00 Red Cross-Westfield ANV-Level II (Restraint) WMH-Aud-Westfield 9:00-1:00
31				

MA DDS - C/W Region - Training Calendar

NOVEMBER 2011

Monday	Tuesday	Wednesday	Thursday	Friday
	1 Swallowing & Food Texturing ATC-Northampton 9:30-2:00	2 Standard First Aid [C] MDC-Buckley 2 nd -Palmer 8:00-12:00 Basic Human Rights WMH-Westfield 9:00-3:00 Communication Series DMH-Northampton 9:00-3:00	3 ISP: Framework for Building Learning Experiences WMH-Westfield 9:00-4:00	4 Adult CPR [W] 8:30-12:00 Standard First Aid [W] 12:30-4:00 Red Cross-Westfield
7 Fire Safety DDS-LCR-Shrewsbury 9:00-1:00	8	9 Adult CPR [C] MDC-Buckley 2 nd -Palmer 8:00-12:00 Communication Series DMH-Northampton 9:00-3:00	10 Situational Advocacy C/W-D-Palmer 9:00-1:00 ISP: Framework for Building Learning Experiences WMH-Westfield 9:00-4:00 Basic Sign Language Level III [W] ATC-Northampton 9:30-12:30	11 HOLIDAY Office closed
14	15 Human Rights System WMH-Westfield 9:00-4:30	16 HRO/c Networking Meeting DDS-Lobby-Shrewsbury 10:00-12:00 Communication Series DMH-Northampton 9:00-3:00	17 ISP: Framework for Building Learning Experiences WMH-Westfield 9:00-4:00 HRO/c Networking Meeting BAO-5 th -Pittsfield 9:00-11:00	18 Adult CPR [W] 8:30-12:00 Standard First Aid [W] 12:30-4:00 Red Cross-Westfield ANV Re-Certification MDC-Daly-Palmer 9:00-1:00 HRO/c Networking Meeting CHD-Birnie-Springfield 9:00-11:00
21	22 Self Determination C/W-D-Palmer 9:00-4:00	23 Adult CPR [C] MDC-Buckley 2 nd -Palmer 8:00-12:00	24 HOLIDAY Office closed	25
28 ANV (Overview) MDC-Daly-Palmer 9:00-1:00	29 ANV-Level I (Self-Defense) MDC-Daly-Palmer 9:00-1:00	30 ANV-Level I (Self-Defense) MDC-Daly-Palmer 9:00-1:00		

MA DDS - C/W Region - Training Calendar

DECEMBER 2011

Monday	Tuesday	Wednesday	Thursday	Friday
			1	2
			Adult CPR [C] MDC-Buckley 2 nd -Palmer 8:00-12:00 ANV-Level I (Self-Defense) MDC-Daly-Palmer 9:00-1:00	Adult CPR [W] 8:30-12:00 Standard First Aid [W] 12:30-4:00 Red Cross-Westfield Standard First Aid [C] MDC-Buckley 2 nd -Palmer 8:00-12:00 Neutral Writing C/W-D Palmer 9:30-12:00 Facilitating Effective Meetings C/W-D-Palmer 1:00-3:00 ANV-Level II (Restraint) MDC-Daly-Palmer 9:00-1:00 Walk In My Shoes ATC-Northampton 9:30-2:30 Sexuality Educators' Network Alternatives-Milford 10:00-2:00
5	6	7	8	9
History BC Arc-Dalton 9:00-1:00		Human Rights System 102 WMH-Westfield 9:00-1:00	Basic Human Rights DDS-LCR-Shrewsbury 9:00-3:00	Adult CPR [W] 8:30-12:00 Standard First Aid [W] 12:30-4:00 Red Cross-Westfield Strategies Community Integration ATC-Northampton 9:30-2:30 HRO/c Networking Meeting CHD-Birnie-Springfield 9:00-11:00
	13	14	15	16
	Relationships, Touch, Boundaries DDS-LCR-Shrewsbury 9:00-3:00	Relationships, Touch, Boundaries DDS-LCR-Shrewsbury 9:00-3:00	HRO/c Networking Meeting BAO-5 th -Pittsfield 9:00-11:00	Adult CPR [W] 8:30-12:00 Standard First Aid [W] 12:30-4:00 Red Cross-Westfield
19	20	21	22	23
	Human Rights System DDS-LCR-Shrewsbury 9:00-4:30	Adult CPR [C] MDC-Buckley 2 nd -Palmer 8:00-12:00 HRO/c Networking Meeting DDS-Lobby-Shrewsbury 10:00-12:00	Fire Safety DDS-LCR-Shrewsbury 9:00-1:00	
26	27	28	29	30
HOLIDAY Office Closed				Adult CPR [W] 8:30-12:00 Standard First Aid [W] 12:30-4:00 Red Cross-Westfield

BASIC SKILLS & UNDERSTANDING

➤ BASIC HUMAN RIGHTS

<i>Pat Carney</i>		
DATE	TIME	LOCATION
October 4, 2011 <i>Tuesday</i>	9:00 AM – 3:00 PM	Fitchburg Fire Department Fitchburg
October 21, 2011 <i>Friday</i>	9:00 AM – 3:00 PM	C/W Region – Conference Room D Palmer
November 2, 2011 <i>Wednesday</i>	9:00 AM – 3:00 PM	WMH – Conference Center (Auditorium) Westfield
December 8, 2011 <i>Thursday</i>	9:00 AM – 3:00 PM	DDS – Large Conference Room Shrewsbury

➤ RESPECTING DIVERSITY

NONE SCHEDULED THIS QUARTER

➤ COMMUNICATION ENHANCEMENT SERIES

<i>Tom Winans</i>		
DATE	TIME	LOCATION
November 2, 9, 16, 2011 <i>Wednesdays</i>	9:00 AM – 3:00 PM	DMH – Village Hill Road Northampton

➤ COMMUNICATIVE INTENT OF HUMAN BEHAVIOR

<i>Tom Winans</i>		
DATE	TIME	LOCATION
October 3, 2011 <i>Monday</i>	9:00 AM – 1:00 PM	DDS – Large Conference Room Shrewsbury

➤ GETTING TO KNOW YOU: UNDERSTANDING DEVELOPMENTAL DISABILITIES AND THE LIFE EXPERIENCES OF THE PEOPLE WE SUPPORT

NONE SCHEDULED THIS QUARTER

➤ **SEE ME AS A WHOLE PERSON**

NONE SCHEDULED THIS QUARTER

➤ **WALK IN MY SHOES**

<i>Nancy Birmingham, Shirley MacKenzie & Dan Barrett</i>		
DATE	TIME	LOCATION
December 2, 2011 <i>Friday</i>	9:30 AM – 2:30 PM	Assistive Technology Center Northampton

➤ **STRATEGIES FOR COMMUNITY INTEGRATION**

<i>Nancy Birmingham</i>		
DATE	TIME	LOCATION
December 9, 2011 <i>Friday</i>	9:30 AM – 2:30 PM	Assistive Technology Center Northampton

➤ **USING THE INDIVIDUAL SUPPORT PLAN AS A FRAMEWORK FOR BUILDING LEARNING EXPERIENCES**

<i>Don LaBrecque, Michael Killion, Pat Carney</i>		
DATE	TIME	LOCATION
November 3, 10, 17, 2011 <i>Thursdays</i>	9:00 AM – 4:00 PM	WMH – Conference Center (Auditorium) Westfield

➤ **NEUTRAL WRITING**

<i>Don LaBrecque</i>		
DATE	TIME	LOCATION
December 2, 2011 <i>Friday</i>	9:30 AM – 12:00 PM	C/W Region – Conference Room D Palmer

➤ **RELATIONSHIPS, TOUCH, AND PROFESSIONAL BOUNDARIES**

<i>Pat Carney</i>		
DATE	TIME	LOCATION
December 13 & 14, 2011 <i>Tuesday & Wednesday</i>	9:00 AM – 3:00 PM	DDS – Large Conference Room Shrewsbury

HUMAN RIGHTS TRAINING

➤ BASIC HUMAN RIGHTS

See page 11 under Basic Skills & Understanding

➤ HUMAN RIGHTS SYSTEM

Pre-requisite: a DDS-approved BASIC HUMAN RIGHTS TRAINING within the last 12 months.

<i>Martin Rachels</i>		
DATE	TIME	LOCATION
October 25, 2011 <i>Tuesday</i>	9:00 AM – 4:30 PM	C/W Region – Conference Room D Palmer
November 15, 2011 <i>Tuesday</i>	9:00 AM – 4:30 PM	WMH – Conference Center (Auditorium) Westfield
December 20, 2011 <i>Tuesday</i>	9:00 AM – 4:30 PM	DDS – Large Conference Room Shrewsbury

➤ HUMAN RIGHTS SYSTEM 102

This class is a professional development opportunity that is encouraged for Human Rights Officers and Coordinators. It is not a required class.

<i>Martin Rachels</i>		
DATE	TIME	LOCATION
December 7, 2011 <i>Wednesday</i>	9:00 AM-1:00 PM	WMH – Conference Center (Auditorium) Westfield

➤ HUMAN RIGHTS OFFICERS’/COORDINATORS’ NETWORKING MEETINGS

THERE IS NO NEED TO REGISTER FOR THESE MEETINGS.

<i>Martin Rachels</i>		
DATE	TIME	LOCATION
October 14, 2011 (<i>Friday</i>)	9:00 – 11:00 AM	CHD (Birnie Avenue) – Springfield
October 19, 2011 (<i>Wednesday</i>)	10:00 AM – 12:00 PM	DDS – Lobby – Shrewsbury
October 20, 2011 (<i>Thursday</i>)	9:00 – 11:00 AM	Berkshire 502 - Pittsfield
November 16, 2011 (<i>Wednesday</i>)	10:00 AM – 12:00 PM	DDS – Lobby – Shrewsbury
November 17, 2011 (<i>Thursday</i>)	9:00 – 11:00 AM	Berkshire 502 - Pittsfield
November 18, 2011 (<i>Friday</i>)	9:00 – 11:00 AM	CHD (Birnie Avenue) – Springfield
December 9, 2011 (<i>Friday</i>)	9:00 – 11:00 AM	CHD (Birnie Avenue) – Springfield
December 15, 2011 (<i>Thursday</i>)	9:00 – 11:00 AM	Berkshire 502 - Pittsfield
December 21, 2011 (<i>Wednesday</i>)	10:00 AM – 12:00 PM	DDS – Lobby – Shrewsbury

➤ **HUMAN RIGHTS AND BEHAVIOR MODIFICATION**

Attendance at a DDS-approved *Basic Human Rights Training* is a pre-requisite for this training.

NONE SCHEDULED THIS QUARTER

➤ **LIBERTY & LIMITATIONS OF MOVEMENT**

Attendance at a DDS-approved *Basic Human Rights Training* is a pre-requisite for this training.

NONE SCHEDULED THIS QUARTER

➤ **PREVENTION OF ABUSE AND MISTREATMENT**

Attendance at a DDS-approved *Basic Human Rights Training* is a pre-requisite for this training.

NONE SCHEDULED THIS QUARTER

➤ **INFORMED CONSENT**

<i>Martin Rachels</i>		
DATE	TIME	LOCATION
October 26, 2011 <i>Wednesday</i>	9:30 AM-12:00 PM	Fitchburg Fire Department Fitchburg

➤ **RIGHTS PARENTS & GUARDIANS NEED TO KNOW**

This training is provided by request. Contact Martin Rachels at (413) 284-5006.

➤ **BASIC HUMAN RIGHTS TRAINERS – PROFESSIONAL DEVELOPMENT EVENT**

NONE SCHEDULED THIS QUARTER

REMINDER!

Please do not wear perfumed or fragranced products to trainings.
 Many people have allergies or sensitivities to fragrances,
 including perfumes, colognes, aftershave, and scented hair care and body care products.
 Your colleagues with environmental sensitivities thank you!

CLINICAL TRAINING

➤ BASIC SIGN LANGUAGE

WESTERN AREA

➤ BASIC SIGN LANGUAGE – LEVEL I

<i>Jaime Humphrey & Sandra Candelaria</i>		
DATE	TIME	LOCATION
October 14, 2011 <i>Friday</i>	9:30 AM – 12:30 PM	Assistive Technology Center Northampton

➤ BASIC SIGN LANGUAGE – LEVEL II

<i>Jaime Humphrey & Sandra Candelaria</i>		
DATE	TIME	LOCATION
October 24, 2011 <i>Monday</i>	9:30 AM – 12:30 PM	Assistive Technology Center Northampton

➤ BASIC SIGN LANGUAGE – LEVEL III

<i>Jaime Humphrey & Sandra Candelaria</i>		
DATE	TIME	LOCATION
November 10, 2011 <i>Thursday</i>	9:30 AM – 12:30 PM	Assistive Technology Center Northampton

➤ BASIC SIGN LANGUAGE

CENTRAL AREA

➤ BASIC SIGN LANGUAGE – LEVEL I

NONE SCHEDULED THIS QUARTER

➤ BASIC SIGN LANGUAGE – LEVEL II

NONE SCHEDULED THIS QUARTER

➤ GROW OLD ALONG WITH ME: ISSUES OF AGING

This training is provided by request; depending upon availability of instructor. Contact the Office of Learning & Development at (413) 284-5082.

➤ **OVERVIEW OF ALZHEIMER’S DISEASE IN PEOPLE WITH INTELLECTUAL DISABILITIES**

<i>Victoria Wildman</i>		
DATE	TIME	LOCATION
October 26, 2011 <i>Wednesday</i>	9:30 AM – 12:30 PM	BCArc – Depot Street Dalton

➤ **SPECIAL EVENT ON SUPPORTING PEOPLE WITH VISION IMPAIRMENTS OR LEGAL BLINDNESS**

Perkins Webcasts – ALWAYS Available! Variety of Topics Including:

- **Mealtime Skills**

By Sue Shannon

Sue Shannon, an occupational therapist at Perkins School for the Blind, describes some of the challenges faced by students who are blind in learning mealtime skills. It focuses on and provides video demonstrations of effective strategies for teaching the skills of pouring, serving, utensil use and cutting. Sue's book, **Help Yourself: Mealtime Skills for Students Who Are Blind or Visually Impaired**, is available in the Perkins Products store.

- **Wheelchair Orientation & Mobility**

By Scott Crawford

In this webcast James Scott Crawford, a Certified Orientation and Mobility Specialist, addresses the training needs of people with visual impairment who use power wheelchairs as their primary mode of transportation. Ch 1 – Introduction, Ch 2– Navigating Tight Spaces, Ch 3 - Navigating Doors, Ch 4 - Curb Ramps, Ch 5 - Timing on Street Crossings, Ch 6 – Transportation, Ch 7 - Working with Physical and Occupational Therapists.

For more information:

<http://www.perkins.org/resources/webcasts/>

➤ **APPLIED NON VIOLENCE (ANV) TRAINING**

➤ **ANV OVERVIEW (4 Hours)**

<i>Tom Winans</i>		
DATE	TIME	LOCATION
October 24, 2011 <i>Monday,</i>	9:00 AM – 1:00 PM	WMH – Conference Center (Auditorium) Westfield
November 28, 2011 <i>Monday</i>	9:00 AM – 1:00 PM	MDC – Daly Hall Palmer

➤ **ANV – LEVEL I: SELF-DEFENSE (16 Hours)**

<i>Tom Winans</i>		
DATE	TIME	LOCATION
October 24, 25, 26, 27, 2011 <i>Monday-Thursday</i>	9:00 AM – 1:00 PM	WMH – Conference Center (Auditorium) Westfield
November 28, 29, 30, December 1, 2011 <i>Monday-Thursday</i>	9:00 AM – 1:00 PM	MDC – Daly Hall Palmer

➤ **ANV – LEVEL II: RESTRAINT (20 Hours)**

<i>Tom Winans</i>		
DATE	TIME	LOCATION
October 24, 25, 26, 27, 28, 2011 <i>Monday-Friday</i>	9:00 AM – 1:00 PM	WMH – Conference Center (Auditorium) Westfield
November 28, 29, 30, December 1, 2, 2011 <i>Monday-Friday</i>	9:00 AM – 1:00 PM	MDC – Daly Hall Palmer

➤ **ANV RE-CERTIFICATION**

<i>Tom Winans</i>		
DATE	TIME	LOCATION
November 18, 2011 <i>Friday</i>	9:00 AM – 1:00 PM	MDC – Daly Hall Palmer

REMINDER!

Please do not wear perfumed or fragranced products to trainings.
Many people have allergies or sensitivities to fragrances,
including perfumes, colognes, aftershave, and scented hair care and body care products.

Your colleagues with environmental sensitivities thank you!

➤ **TEACHING SEXUALITY IN EVERYDAY LIFE**

Reminder: See Me As a Whole Person is a pre-requisite for this class. This class is also a pre-requisite for the Human Sexuality Training of Trainers. (Information and applications for the fall Human Sexuality Training of Trainers will appear in the summer edition of Learning Matters.)

NONE SCHEDULED THIS QUARTER

➤ **SITUATIONAL ADVOCACY**

<i>Tom Winans</i>		
DATE	TIME	LOCATION
November 10, 2011 <i>Thursday</i>	9:00 AM – 1:00 PM	C/W Region – Conference Room D Palmer

➤ **SAYING GOODBYE: SUPPORTING OURSELVES AND OTHERS THROUGH LOSS AND GRIEF**

NONE SCHEDULED THIS QUARTER

PROFESSIONAL DEVELOPMENT

➤ COMMUNICATION ENHANCEMENT SERIES

See page 11 under Basic Skills and Understanding

➤ SUPERVISORY SERIES

Participants must plan to attend the entire series.

Participation in the three-day Communication Enhancement Series is a pre-requisite for this series.

NONE SCHEDULED THIS QUARTER

➤ TELLING IT LIKE IT IS: USING NEUTRAL LANGUAGE IN YOUR PROFESSIONAL DOCUMENTATION – A TRAINING OF TRAINERS

NONE SCHEDULED THIS QUARTER

➤ FACILITATING EFFECTIVE MEETINGS

<i>Don LaBrecque</i>		
DATE	TIME	LOCATION
December 2, 2011 <i>Friday</i>	1:00 – 3:00 PM	C/W Region – Conference Room D Palmer

➤ SELF-DETERMINATION

<i>Pat Carney</i>		
DATE	TIME	LOCATION
November 22, 2011 <i>Tuesday</i>	9:00 AM – 4:00 PM	C/W Region – Conference Room D Palmer

➤ REDUCING STRESS/PROMOTING WELLBEING

NONE SCHEDULED THIS QUARTER

➤ **A HISTORICAL PERSPECTIVE ON THE LIVES OF PEOPLE LABELED WITH INTELLECTUAL DISABILITIES IN MASSACHUSETTS**

<i>Don LaBrecque</i>		
DATE	TIME	LOCATION
December 5, 2011 <i>Monday</i>	9:00 AM – 1:00 PM	BCArc – Depot Street Dalton

➤ **SEXUALITY EDUCATORS' NETWORK**

Please email Pat Carney at patricia.carney@state.ma.us if you plan to attend or need directions.

<i>Pat Carney</i>		
DATE	TIME	LOCATION
December 2, 2011 <i>Friday</i>	10:00 AM – 2:00 PM	Alternatives, Inc. Milford

➤ **A CLOSER LOOK AT COMMUNITY INTEGRATION**

Pre-requisite: Participation in *Strategies for Community Integration*. This training is provided upon request. Contact JoAnne Henry at (413) 586-7424, x103.

REMINDER!

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Many people have allergies or sensitivities to fragrances,
including perfumes, colognes, aftershave, and scented hair care and body care products.

Your colleagues with environmental sensitivities thank you!

For your own health and the health of others,

PLEASE DO NOT COME TO TRAINING IF YOU ARE SICK!

It is the trainer's prerogative to turn away participants who are ill.

HEALTH & SAFETY

➤ SWALLOWING AND FOOD TEXTURING

PLEASE BRING A BAG LUNCH - THERE WILL ONLY BE A 30 MINUTE LUNCH BREAK

<i>Joan Sypek</i>		
DATE	TIME	LOCATION
November 1, 2011 <i>Tuesday</i>	9:30 AM – 2:00 PM	Assistive Technology Center Northampton

➤ DYSPHAGIA

NONE SCHEDULED THIS QUARTER

➤ DYSPHAGIA INTEREST GROUP

DATE	TIME	LOCATION
October 6, 2011 <i>Thursday</i>	10:00 AM – 12:00 PM	DDS – Lobby Conference Room Shrewsbury

➤ FIRE SAFETY

Classes start on time – participants who arrive late will be turned away.

<i>Lee Douchkoff</i>		
DATE	TIME	LOCATION
October 17, 2011 <i>Monday</i>	9:00 AM – 1:00 PM	DMH – Village Hill Northampton
November 7, 2011 <i>Monday</i>	9:00 AM – 1:00 PM	DDS - Large Conference Room Shrewsbury
December 22, 2011 <i>Thursday</i>	9:00 AM – 1:00 PM	DDS - Large Conference Room Shrewsbury

For your own health and the health of others,
PLEASE DO NOT COME TO TRAINING IF YOU ARE SICK!

It is the trainer's prerogative to turn away participants who are ill.

STANDARD FIRST AID / ADULT CPR

WESTERN AREA

CLASS LOCATION – American Red Cross, 48 Broad Street, Westfield, (413) 562-9684

BOOKS - Staff are expected to bring a copy of the *Standard First Aid* book with them and to have read it prior to class. Books cost approximately \$10.00 each and are available from the Westfield Chapter of the American Red Cross, (413) 562-9684. Participants who arrive without books may be turned away.

COSTS - Adult CPR (\$15.00); CPR Re-certification (\$15.00), and First Aid (\$15.00).

BILLING – Agencies will be billed monthly. Please see the *Learning Matters Master Catalogue* for details on billing process.

CANCELLATIONS/SUBSTITUTIONS – Please use the cancellation/substitution form. If you do not have access to a fax machine, please call (413) 284-5082. **Agencies will be billed for “no shows” without cancellations, as well as cancellations received after 12:00 noon on the Wednesday preceding the class.**

CLASSES START ON TIME – Participants who arrive more than 15 minutes late will be turned away.

➤ **ADULT CPR**

Successful completion of this class yields Red Cross certification in Adult CPR and AED (valid for 2 years).

DATE	DAY	TIME
October 7, 2011	Friday	8:30 AM – 12:00 PM
October 14, 2011	Friday	8:30 AM – 12:00 PM
October 21, 2011	Friday	8:30 AM – 12:00 PM
October 28, 2011	Friday	8:30 AM – 12:00 PM
November 4, 2011	Friday	8:30 AM – 12:30 PM
November 18, 2011	Friday	8:30 AM – 12:00 PM
December 2, 2011	Friday	8:30 AM – 12:00 PM
December 9, 2011	Friday	8:30 AM – 12:00 PM
December 16, 2011	Friday	8:30 AM – 12:00 PM
December 30, 2011	Friday	8:30 AM – 12:00 PM

➤ **STANDARD FIRST AID**

Successful completion of this class yields Red Cross certifications in First Aid (valid for 2 years).

DATE	DAY	TIME
October 7, 2011	Friday	12:30 – 4:00 PM
October 14, 2011	Friday	12:30 – 4:00 PM
October 21, 2011	Friday	12:30 – 4:00 PM
October 28, 2011	Friday	12:30 – 4:00 PM
November 4, 2011	Friday	12:30 – 4:00 PM
November 18, 2011	Friday	12:30 – 4:00 PM
December 2, 2011	Friday	12:30 – 4:00 PM
December 9, 2011	Friday	12:30 – 4:00 PM
December 16, 2011	Friday	12:30 – 4:00 PM
December 30, 2011	Friday	12:30 – 4:00 PM

STANDARD FIRST AID / ADULT CPR

CENTRAL AREA

LOCATION: Monson Developmental Center, 175 State Avenue, Palmer, MA. All classes are held in the second floor classroom in the Buckley Building.

CARD FEE: \$19.00 *IN ORDER TO BE ADMITTED TO THIS CLASS YOU MUST BRING A CHECK OR MONEY ORDER MADE OUT TO THE AMERICAN RED CROSS FOR \$19.00.*

REGISTRATION: To register, please call Rocky (x1255) or Sue at (x1213) at (413) 283-3411.

CANCELLATIONS: Please notify Rocky or Sue at the numbers above as soon as possible.

CLASSES START ON TIME – Anyone arriving late will not be admitted.

➤ **ADULT CPR**

This training includes choking, rescue breathing, and one-rescuer Adult CPR. Those who complete this class will receive a certificate that is **valid for one (1) year** and must be renewed annually. This class requires a minimum of 4 participants and a maximum of 10.

<i>Nancy Stabach, Susan Martel, or Heidi Kimball</i>		
DATE	TIME	LOCATION
October 4, 2011 <i>Tuesday</i>	8:00 AM – 12:00 PM	MDC-Buckley-2nd Floor Classroom Palmer
October 19, 2011 <i>Wednesday</i>	8:00 AM – 12:00 PM	MDC-Buckley-2nd Floor Classroom Palmer
November 9, 2011 <i>Wednesday</i>	8:00 AM – 12:00 PM	MDC-Buckley-2nd Floor Classroom Palmer
November 23, 2011 <i>Wednesday</i>	8:00 AM – 12:00 PM	MDC-Buckley-2nd Floor Classroom Palmer
December 1, 2011 <i>Thursday</i>	8:00 AM – 12:00 PM	MDC-Buckley-2nd Floor Classroom Palmer
December 21, 2011 <i>Wednesday</i>	8:00 AM – 12:00 PM	MDC-Buckley-2nd Floor Classroom Palmer

➤ **STANDARD FIRST AID**

This training will provide information on handling common emergencies. Those who complete the class will receive a certificate **valid for three (3) years**. This class requires a minimum of 4 participants and a maximum of 10.

<i>Nancy Stabach, Susan Martel, or Heidi Kimball</i>		
DATE	TIME	LOCATION
October 5, 2011 <i>Wednesday</i>	8:00 AM – 12:00 PM	MDC-Buckley-2nd Floor Classroom Palmer
November 2, 2011 <i>Wednesday</i>	8:00 AM – 12:00 PM	MDC-Buckley-2nd Floor Classroom Palmer
December 2, 2011 <i>Friday</i>	8:00 AM – 12:00 PM	MDC-Buckley-2nd Floor Classroom Palmer

MEDICATION ADMINISTRATION PROGRAM (MAP)

WESTERN and CENTRAL AREAS

GOOD NEWS!

A new Regional MAP Coordinator is due to begin in mid-September.

We anticipate offering MAP classes in the Region again beginning in late 2011 or early 2012

➤ **BASIC MEDICATION ADMINISTRATION TRAINING**

➤ **REFRESHER FOR RECERTIFICATION**

ADDITIONAL LEARNING OPPORTUNITIES

University Without Walls (UWW)

A Bachelor's Degree Program in HUMAN SERVICES Developmental Disabilities

A collaboration between the
**Massachusetts Department of Mental Health,
Massachusetts Department of Developmental Services
and the University of Massachusetts, Amherst**

For further information, contact
Karen Stevens at (413) 577-0172
Academic Program Manager
kstevens@uww.umass.edu

or check

http://www.umass.edu/uww/programs_courses/programs/human_services.html

Direct Support Certificate Program (DSCP)

A project of the Massachusetts Community Colleges and the Massachusetts Department of Developmental Services

A 21-credit program created to support and enhance the careers of
direct support staff in DDS-funded programs
and to DDS employees in Unit 2 and 509

- Cost to the student is only \$50 per course + books -

For further information on the DSCP in the Central/West Region, contact:

Jackie Griswold
Holyoke Community College
(413) 552-2333
jgriswold@hcc.mass.edu

Susan Moriarty
Quinsigamond Community College
(508) 853-2300 ext.3433
smoriarty@qcc.mass.edu

Central/West MA DDS – Learning & Development
TRAINING REGISTRATION FORM

Please use for all classes,
except Medication Administration

PLEASE DO NOT USE A COVER SHEET FOR FAXES

Agency Name:		Phone: ()	ext.
Contact Person:		FAX: ()	
Contact Email:			

Staff Registration Information – **Please Print Clearly!** – Writing generally loses some clarity with faxing

STAFF NAME(S)	TRAINING	Training Date(s)		DDS USE ONLY	
		1 st Choice	2 nd Choice	Confirmed	Filled
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

REMINDERS:

- *Learning Matters* is available on line at www.communitygateway.org. Click on the “Training” button.
- Call the Training Line at (413) 284-5087 for a recording of classes/times/locations for the week and for weather cancellations.

PLEASE FAX TO JEFFREY MONSEAU @ (413) 284-1519 or EMAIL TO Jeffrey.Monseau@state.ma.us

**CANCELLATION / SUBSTITUTION NOTIFICATION FORM
CENTRAL/WEST REGIONAL OFFICE OF LEARNING & DEVELOPMENT**

In order to avoid a “no show” and to allow us to fill your spot with someone from the waiting list,
please fax this form to (413) 284-1519

COVER SHEET IS NOT NECESSARY

Staff Name: _____

Agency: _____ **Fax #** () _____

Agency Contact Person: _____ **Phone #** () _____ ext. _____

Type of Training: _____

Training Date: _____ **Time:** _____

Substituting Staff's Name (if applicable): _____

Thank You

