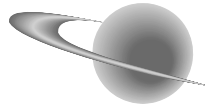


Learning Matters

January/February/March 2012



"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

We increasingly hear from instructors and training participants who have environmental sensitivities or respiratory conditions such as asthma.

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 respiratory and 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 cooperation is appreciated.

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.



LOCATION KEY for Classes January/February/March 2012

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

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

ATC	Assistive Technology Center 195 Industrial Drive, Northampton <i>(formerly Adaptive Design Services)</i>	(413) 586-7424
BFAIR	BFAIR 771 South Church Street, North Adams	(413) 443-9147
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. Ring doorbell at door C (rear of building)	(413) 562-4131
Westfield Chapter American Red Cross	American Red Cross - Westfield Chapter 48 Broad Street, Westfield	(413) 562-9684

MA DDS - C/W Region - Training Calendar

JANUARY 2012

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
2 HOLIDAY Office Closed	3	4 Communication Series DDS-LCR-Shrewsbury 9:00-3:00	5	6 Adult CPR [W] 8:30-12:00 Standard First Aid [W] 12:30-4:00 Red Cross-Westfield
9	10 MAP Recertification Class [C] DDS- Shrewsbury 9:00-5:00	11 Communication Series DDS-LCR-Shrewsbury 9:00-3:00	12 See Me as a Whole Person DDS-LCR-Shrewsbury 9:00-1:00	13 Adult CPR [W] 8:30-12:00 Standard First Aid [W] 12:30-4:00 Red Cross-Westfield HRO/c Networking Meeting CHD-Birnie-Springfield 9:00-11:00
16 HOLIDAY Office Closed	17	18 Communication Series DDS-LCR-Shrewsbury 9:00-3:00 HRO/c Networking Meeting DDS-Lobby-Shrewsbury 10:00-12:00	19 HRO/c Networking Meeting BAO-5 th -Pittsfield 9:00-11:00	20 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 Fire Safety DMH-Northampton 9:00-1:00
23 ANV (Overview) DDS-LCR-Shrewsbury 9:00-1:00 ANV-Level I (Self-Defense) DDS-LCR-Shrewsbury 1:00-5:00 Basic Med Administration [W] C/W-A-Palmer 9:00-1:00	24 ANV-Level I (Self-Defense) DDS-LCR-Shrewsbury 9:00-1:00 Human Rights & Behavior Mod C/W-D-Palmer 9:00-4:00 Basic Med Administration [W] C/W-A-Palmer 9:00-1:00	25 ANV-Level I (Self-Defense) DDS-LCR-Shrewsbury 9:00-1:00 Human Rights System C/W-D-Palmer 9:00-4:30 Basic Med Administration [W] C/W-A-Palmer 9:00-1:00	26 ANV-Level II (Restraint) DDS-LCR-Shrewsbury 9:00-1:00 Basic Med Administration [W] C/W-A-Palmer 9:00-1:00 Walk In My Shoes ATC-Northampton 9:30-2:30	27 Adult CPR [W] 8:30-12:00 Standard First Aid [W] 12:30-4:00 Red Cross-Westfield Basic Med Administration [C] DDS- Shrewsbury 8:45-3:30
30	31 Basic Human Rights WMH-Westfield 9:00-3:00 Basic Med Administration [C] DDS- Shrewsbury 8:45-3:30			

MA DDS - C/W Region - Training Calendar

FEBRUARY 2012

Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3
		Supervisory Series C/W-D-Palmer 9:00-3:00 Prevention Abuse & Mistreatment BFAIR-North Adams 9:00-4:00	Strategies Community Integration ATC-Northampton 9:30-2:30 Basic Med Administration [C] DDS- Shrewsbury 8:45-3:30	Adult CPR [W] 8:30-12:00 Standard First Aid [W] 12:30-4:00 Red Cross-Westfield
6	7	8	9	10
ANV (Overview) MDC-Daly-Palmer 9:00-1:00	ANV-Level I (Self-Defense) MDC-Daly-Palmer 9:00-1:00 MAP Recertification Class [C] DDS- Shrewsbury 9:00-5:00	Supervisory Series C/W-D-Palmer 9:00-3:00 Adult CPR [C] MDC-Buckley 2 nd -Palmer 8:00-12:00 Basic Med Administration [C] DDS- Shrewsbury 8:45-3:30	ANV-Level I (Self-Defense) MDC-Daly-Palmer 9:00-1:00 Basic Med Administration [C] DDS- Shrewsbury 8:45-3:30	Adult CPR [W] 8:30-12:00 Standard First Aid [W] 12:30-4:00 Red Cross-Westfield ANV-Level I (Self-Defense) MDC-Daly-Palmer 9:00-1:00 HRO/c Networking Meeting CHD-Birnie-Springfield 9:00-11:00
13	14	15	16	17
ANV-Level II (Restraint) MDC-Daly-Palmer 9:00-1:00 Basic Med Administration [W] C/W-A-Palmer 9:00-1:00 Basic Med Administration [C] DDS- Shrewsbury 8:45-3:30	Basic Med Administration [W] C/W-A-Palmer 9:00-1:00 Teaching Sexuality Everyday Life DDS-LCR-Shrewsbury 9:00-4:00	Supervisory Series C/W-D-Palmer 9:00-3:00 Basic Med Administration [W] C/W-A-Palmer 9:00-1:00 HRO/c Networking Meeting DDS-Lobby-Shrewsbury 10:00-12:00	PERSON-CENTERED ISP: Vision, Objectives, Teaching Strategies DDS-LCR-Shrewsbury 9:00-4:00 Basic Med Administration [W] C/W-A-Palmer 9:00-1:00 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 Basic Human Rights DDS-LCR-Shrewsbury 9:00-3:00
20	21	22	23	24
HOLIDAY Office closed	Human Rights System DDS-LCR-Shrewsbury 9:00-4:30	Supervisory Series C/W-D-Palmer 9:00-3:00	PERSON-CENTERED ISP: Vision, Objectives, Teaching Strategies DDS-LCR-Shrewsbury 9:00-4:00 Swallowing & Food Texturing ATC-Northampton 9:30-2:00	Adult CPR [W] 8:30-12:00 Standard First Aid [W] 12:30-4:00 Red Cross-Westfield Fire Safety DDS-LCR-Shrewsbury 9:00-1:00 Communicative Intent of Human Behavior WMH-Westfield 9:00-1:00
27	28	29		
	ANV Re-Certification MDC-Daly-Palmer 9:00-1:00	Supervisory Series C/W-D-Palmer 9:00-3:00 Overview Alzheimers & ID CW-A-Palmer 9:00-12:00		

MA DDS - C/W Region - Training Calendar

MARCH 2012

Monday	Tuesday	Wednesday	Thursday	Friday
			1 PERSON-CENTERED ISP: Vision, Objectives, Teaching Strategies DDS-LCR-Shrewsbury 9:00-4:00	2 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 Sexuality Educators' Network C/W-D-Palmer 10:00-2:00
5 MAP Recertification Class [C] DDS- Shrewsbury 9:00-5:00	6 Relationships, Touch, Boundaries DMH-Northampton 9:00-3:00	7 Supervisory Series C/W-D-Palmer 9:00-3:00	8 PERSON-CENTERED ISP: Vision, Objectives, Teaching Strategies DDS-LCR-Shrewsbury 9:00-4:00	9 Adult CPR [W] 8:30-12:00 Standard First Aid [W] 12:30-4:00 Red Cross-Westfield Fire Safety DMH-Northampton 9:00-1:00 HRO/c Networking Meeting CHD-Birnie-Springfield 9:00-11:00
	13 Relationships, Touch, Boundaries DMH-Northampton 9:00-3:00	14 Supervisory Series C/W-D-Palmer 9:00-3:00 Focus on Vision Impairment & Blindness Conference-Norwood,MA	15 HRO/c Networking Meeting BAO-5 th -Pittsfield 9:00-11:00	16 Adult CPR [W] 8:30-12:00 Standard First Aid [W] 12:30-4:00 Red Cross-Westfield Basic Med Administration [C] DDS- Shrewsbury 8:45-3:30
19 Basic Med Administration [W] WMH-Westfield 9:00-1:00 Basic Med Administration [C] DDS- Shrewsbury 8:45-3:30	20 Neutral Writing BFAIR-North Adams 9:30-12:00 Facilitating Effective Meetings BFAIR-North Adams 1:00-3:00 Basic Med Administration [W] WMH-Westfield 9:00-1:00	21 Supervisory Series C/W-D-Palmer 9:00-3:00 Basic Med Administration [W] WMH-Westfield 9:00-1:00 Basic Med Administration [C] DDS- Shrewsbury 8:45-3:30 HRO/c Networking Meeting DDS-Lobby-Shrewsbury 10:00-12:00	22 Basic Human Rights Fitchburg Fire Dept. 9:00-3:00 Swallowing & Food Texturing ATC-Northampton 9:30-2:00 Basic Med Administration [W] WMH-Westfield 9:00-1:00	23 Adult CPR [W] 8:30-12:00 Standard First Aid [W] 12:30-4:00 Red Cross-Westfield Self Determination DDS-LCR-Shrewsbury 9:00-4:00 Historical Perspective C/W-D-Palmer 9:00-1:00
26	27	28 Supervisory Series C/W-D-Palmer 9:00-3:00 Human Rights System Fitchburg Fire Dept. 9:00-4:30	29 Human Rights System 102 DDS-LCR-Shrewsbury 9:00-1:00	30 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
January 20, 2012 <i>Friday</i>	9:00 AM – 3:00 PM	C/W Region – Conference Room D Palmer
January 31, 2012 <i>Tuesday</i>	9:00 AM – 3:00 PM	Western MA Hospital Westfield
February 17, 2012 <i>Friday</i>	9:00 AM – 3:00 PM	DDS – Large Conference Room Shrewsbury
March 22, 2012 <i>Thursday</i>	9:00 AM – 3:00 PM	Fitchburg Fire Department Fitchburg

➤ RESPECTING DIVERSITY

NONE SCHEDULED THIS QUARTER

➤ COMMUNICATION ENHANCEMENT SERIES

<i>Tom Winans</i>		
DATE	TIME	LOCATION
January 4, 11, 18, 2012 <i>Wednesdays</i>	9:00 AM – 3:00 PM	DDS – Large Conference Room Shrewsbury

➤ COMMUNICATIVE INTENT OF HUMAN BEHAVIOR

<i>Tom Winans</i>		
DATE	TIME	LOCATION
February 24, 2012 <i>Friday</i>	9:00 AM – 1:00 PM	Western MA Hospital Westfield

➤ 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**

<i>Pat Carney</i>		
DATE	TIME	LOCATION
January 12, 2012 <i>Thursday</i>	9:00 AM – 1:00 PM	DDS – Large Conference Room Shrewsbury

➤ **WALK IN MY SHOES**

<i>Nancy Birmingham, Shirley MacKenzie & Dan Barrett</i>		
DATE	TIME	LOCATION
January 26, 2012 <i>Thursday</i>	9:30 AM – 2:30 PM	Assistive Technology Center Northampton

➤ **STRATEGIES FOR COMMUNITY INTEGRATION**

<i>Nancy Birmingham</i>		
DATE	TIME	LOCATION
February 2, 2012 <i>Thursday</i>	9:30 AM – 2:30 PM	Assistive Technology Center Northampton

➤ **THE PERSON-CENTERED ISP: From VISION to OBJECTIVES to TEACHING STRATEGIES**

<i>Don LaBrecque, Michael Killion, Pat Carney</i>		
DATE	TIME	LOCATION
February 16, 23, March 1, 8, 2012 <i>Thursdays</i>	9:00 AM – 4:00 PM	DDS – Large Conference Room Shrewsbury

➤ **NEUTRAL WRITING**

<i>Don LaBrecque</i>		
DATE	TIME	LOCATION
March 20, 2012 <i>Tuesday</i>	9:30 AM – 12:00 PM	BFAIR North Adams

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

<i>Pat Carney</i>		
DATE	TIME	LOCATION
March 6 & 13, 2011 <i>Tuesdays</i>	9:00 AM – 3:00 PM	DMH – Village Hill Northampton

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
January 25, 2012 <i>Wednesday</i>	9:00 AM – 4:30 PM	C/W Region – Conference Room D Palmer
February 21, 2012 <i>Tuesday</i>	9:00 AM – 4:30 PM	DDS – Large Conference Room Shrewsbury
March 28, 2012 <i>Wednesday</i>	9:00 AM – 4:30 PM	Fitchburg Fire Department Fitchburg

➤ 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
March 29, 2012 <i>Thursday</i>	9:00 AM-1:00 PM	DDS – Large Conference Room Shrewsbury

➤ HUMAN RIGHTS OFFICERS’/COORDINATORS’ NETWORKING MEETINGS

THERE IS NO NEED TO REGISTER FOR THESE MEETINGS.

<i>Martin Rachels</i>		
DATE	TIME	LOCATION
January 13, 2012 (<i>Friday</i>)	9:00 – 11:00 AM	CHD (Birnie Avenue) – Springfield
January 18, 2012 (<i>Wednesday</i>)	10:00 AM – 12:00 PM	DDS – Lobby – Shrewsbury
January 19, 2012 (<i>Thursday</i>)	9:00 – 11:00 AM	Berkshire 502 - Pittsfield
February 10, 2012 (<i>Friday</i>)	9:00 – 11:00 AM	CHD (Birnie Avenue) – Springfield
February 15, 2012 (<i>Wednesday</i>)	10:00 AM – 12:00 PM	DDS – Lobby – Shrewsbury
February 16, 2012 (<i>Thursday</i>)	9:00 – 11:00 AM	Berkshire 502 - Pittsfield
March 9, 2012 (<i>Friday</i>)	9:00 – 11:00 AM	CHD (Birnie Avenue) – Springfield
March 15, 2012 (<i>Thursday</i>)	9:00 – 11:00 AM	Berkshire 502 - Pittsfield
March 21, 2012 (<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.

<i>Martin Rachels</i>		
DATE	TIME	LOCATION
January 24, 2012 <i>Tuesday</i>	9:00 AM - 4:00 PM	C/W Region – Conference Room D Palmer

➤ **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.

<i>Martin Rachels</i>		
DATE	TIME	LOCATION
February 1, 2012 <i>Wednesday</i>	9:00 AM - 4:00 PM	BFAIR North Adams

➤ **INFORMED CONSENT**

NONE SCHEDULED THIS QUARTER

➤ **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

IMPORTANT!

For the sake of instructors and fellow participants
who may have asthma or chemical sensitivities,
PLEASE DO NOT WEAR PERFUMED OR FRAGRANCED PRODUCTS TO TRAININGS
including perfumes, colognes, aftershave, and scented hair care and body care products.

YOUR COOPERATION IS APPRECIATED!

CLINICAL TRAINING

➤ BASIC SIGN LANGUAGE

WESTERN AREA

➤ BASIC SIGN LANGUAGE – LEVEL I

Dates not available at time of printing
and will be emailed when available.

➤ BASIC SIGN LANGUAGE – LEVEL II

Dates not available at time of printing
and will be emailed when available.

➤ BASIC SIGN LANGUAGE – LEVEL III

Dates not available at time of printing
and will be emailed when available.

➤ 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
February 29, 2012 <i>Wednesday</i>	9:00 AM – 12:00 PM	C/W Region – Training Room A Palmer

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

SAVE THE DATE

“Focus” on Vision Impairment & Blindness Conference
Meeting the Needs of Individuals with Intellectual Disability & Vision Loss

March 14, 2012
Norwood, MA

Brochure and registration information available in December 2011:
www.mass.gov/dds/visionloss or www.perkins.org/professional/ptc

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
January 23, 2012 <i>Monday</i>	9:00 AM – 1:00 PM	DDS – Large Conference Room Shrewsbury
February 6, 2012 <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
January 23*, 24, 25, 2012 <i>Monday-Thursday</i>	9:00 AM – 1:00 PM Jan. 23: 9:00-5:00	DDS – Large Conference Room Shrewsbury
February 6, 7, 9, 10, 2012 <i>Monday, Tuesday, Thursday, Friday</i>	9:00 AM – 1:00 PM	MDC – Daly Hall Palmer

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

<i>Tom Winans</i>		
DATE	TIME	LOCATION
January 23*, 24, 25, 26, 2012 <i>Monday-Friday</i>	9:00 AM – 1:00 PM Jan. 23: 9:00-5:00	DDS – Large Conference Room Shrewsbury
February 6, 7, 9, 10, 13, 2012 <i>Monday, Tuesday, Thursday, Friday, Monday</i>	9:00 AM – 1:00 PM	MDC – Daly Hall Palmer

➤ **ANV RE-CERTIFICATION**

<i>Tom Winans</i>		
DATE	TIME	LOCATION
February 28, 2012 <i>Tuesday</i>	9:00 AM – 1:00 PM	MDC – Daly Hall Palmer

IMPORTANT!

For the sake of instructors and fellow participants who may have asthma or chemical sensitivities,
PLEASE DO NOT WEAR PERFUMED OR FRAGRANCED PRODUCTS TO TRAININGS including perfumes, colognes, aftershave, and scented hair care and body care products.

YOUR COOPERATION IS APPRECIATED!

➤ **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.)

<i>Pat Carney</i>		
DATE	TIME	LOCATION
February 14, 2012 <i>Tuesday</i>	9:00 AM – 4:00 PM	DDS – Large Conference Room Shrewsbury

➤ **SITUATIONAL ADVOCACY**

NONE SCHEDULED THIS QUARTER

➤ **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.

<i>Learning & Development Team</i>		
DATE	TIME	LOCATION
February 1, 8, 15, 22, 29; March 7, 14, 21, 28, 2012 <i>Wednesdays</i>	9:00 – 3:00 PM	C/W Region – Conference Room D Palmer

➤ 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
March 20, 2012 <i>Tuesday</i>	1:00 – 3:00 PM	BFAIR North Adams

➤ SELF-DETERMINATION

<i>Tom Winans</i>		
DATE	TIME	LOCATION
March 23, 2012 <i>Friday</i>	9:00 AM – 4:00 PM	DDS – Large Conference Room Shrewsbury

➤ 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
March 23, 2012 <i>Friday</i>	9:00 AM – 1:00 PM	C/W Region – Conference Room D Palmer

➤ **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
March 2, 2012 <i>Friday</i>	10:00 AM – 2:00 PM	C/W Region – Conference Room D Palmer

➤ **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.

IMPORTANT!

For the sake of instructors and fellow participants
who have asthma or chemical sensitivities,
PLEASE DO NOT WEAR PERFUMED OR FRAGRANCED PRODUCTS TO TRAININGS
including perfumes, colognes, aftershave, and scented hair care and body care products.

YOUR COOPERATION IS APPRECIATED!

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
February 23, 2012 <i>Thursday</i>	9:30 AM – 2:00 PM	Assistive Technology Center Northampton
March 22, 2012 <i>Thursday</i>	9:30 AM – 2:00 PM	Assistive Technology Center Northampton

➤ DYSPHAGIA

NONE SCHEDULED THIS QUARTER

➤ DYSPHAGIA INTEREST GROUP

NONE SCHEDULED THIS QUARTER

➤ FIRE SAFETY

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

<i>Lee Douchkoff</i>		
DATE	TIME	LOCATION
January 20, 2012 <i>Friday</i>	9:00 AM – 1:00 PM	DMH – Village Hill Northampton
February 24, 2012 <i>Friday</i>	9:00 AM – 1:00 PM	DDS - Large Conference Room Shrewsbury
March 9, 2012 <i>Friday</i>	9:00 AM – 1:00 PM	DMH – Village Hill Northampton

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

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

BILLING – Agencies will be billed monthly, including for “no-shows” and late cancellations (see * below).

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
January 6, 2012	Friday	8:30 AM – 12:00 PM
January 13, 2012	Friday	8:30 AM – 12:00 PM
January 20, 2012	Friday	8:30 AM – 12:00 PM
January 27, 2012	Friday	8:30 AM – 12:00 PM
February 3, 2012	Friday	8:30 AM – 12:30 PM
February 10, 2012	Friday	8:30 AM – 12:00 PM
February 17, 2012	Friday	8:30 AM – 12:00 PM
February 24, 2012	Friday	8:30 AM – 12:00 PM
March 2, 2012	Friday	8:30 AM – 12:00 PM
March 9, 2012	Friday	8:30 AM – 12:00 PM
March 16, 2012	Friday	8:30 AM – 12:00 PM
March 23, 2012	Friday	8:30 AM – 12:00 PM
March 30, 2012	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
January 6, 2012	Friday	12:30 – 4:00 PM
January 13, 2012	Friday	12:30 – 4:00 PM
January 20, 2012	Friday	12:30 – 4:00 PM
January 27, 2012	Friday	12:30 – 4:00 PM
February 3, 2012	Friday	12:30 – 4:00 PM
February 10, 2012	Friday	12:30 – 4:00 PM
February 17, 2012	Friday	12:30 – 4:00 PM
February 24, 2012	Friday	12:30 – 4:00 PM
March 2, 2012	Friday	12:30 – 4:00 PM
March 9, 2012	Friday	12:30 – 4:00 PM
March 16, 2012	Friday	12:30 – 4:00 PM
March 23, 2012	Friday	12:30 – 4:00 PM
March 30, 2012	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.

**Dates not available at time of printing.
They will be emailed when available.**

➤ **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.

**Dates not available at time of printing.
They will be emailed when available.**

MEDICATION ADMINISTRATION PROGRAM (MAP)

➤ BASIC MEDICATION ADMINISTRATION TRAINING

WESTERN AREA

NEW REGISTRATION PROCEDURES FOR MAP TRAINING

To register for MAP Certification Training class, please call Iris Colon at (508) 845-9111 x154. Please be prepared to give the following information;

- ✓ candidate name
- ✓ telephone #
- ✓ e-mail address
- ✓ agency/ provider
- ✓ supervisor name
- ✓ telephone #
- ✓ e-mail address

Once registered with DDS and prior to MAP Certification Training, supervisors must enter candidate demographics into the D&S Diversified Technologies' website at:

www.hdmaster.com

- Click "Massachusetts MAP Testing and Registry"
- Click "WebETest © Start Page"
- Click "Provider or Trainer" and enter ID and PIN
- Click "New" and enter demographics in ALL CAPITAL LETTERS on the left side of form
- On the right side of the form please enter my Trainer ID 9298
- Please do not enter Provider Information, I will complete that section.
- When complete click "Submit Updates"
- If questions, please contact D&S at 877-851-2355

Please e-mail **carolyn.whitemore@state.ma.us** when you have completed this step.

After MAP Certification Training and successful completion of the pretest, staff are expected to schedule themselves to test. Supervisors may schedule their staff as well using the information required. Go to:

www.hdmaster.com

- Click "Massachusetts MAP Testing and Registry"
- Click "WebETest© Start Page"
- Click "Staff"
- Enter social security number and PIN
- Click on "View Test Schedule" to choose a test site.
- Once a test site is chosen the first available date/time will appear below.
- To schedule, click "Submit Updates"
- Click "Confirmation" to print test site/date/time/directions and bring with you to the test.
- If questions, please contact D&S at 877-851-2355

<i>Carolyn Whitemore</i>		
DATE	TIME	LOCATION
January 23, 24, 25, 26, 2012 <i>Monday-Thursday</i>	9:00 AM – 1:00 PM	C/W Region – Training Room A Palmer
February 13, 14, 15, 16, 2012 <i>Monday-Thursday</i>	9:00 AM – 1:00 PM	C/W Region – Training Room A Palmer
March 19, 20, 21, 22, 2012 <i>Monday-Thursday</i>	9:00 AM – 1:00 PM	WMH-Chadwick Conference Room Westfield

CENTRAL AREA

NEW REGISTRATION PROCEDURES FOR MAP TRAINING

To register for MAP Certification Training class, please call Iris Colon at (508) 845-9111 x154. Please be prepared to give the following information;

- ✓ candidate name
- ✓ telephone #
- ✓ e-mail address
- ✓ agency/ provider
- ✓ supervisor name
- ✓ telephone #
- ✓ e-mail address

Once registered with DDS and prior to MAP Certification Training, supervisors must enter candidate demographics into the D&S Diversified Technologies' website at:

www.hdmaster.com

- Click "Massachusetts MAP Testing and Registry"
- Click "WebETest © Start Page"
- Click "Provider or Trainer" and enter ID and PIN
- Click "New" and enter demographics in ALL CAPITAL LETTERS on the left side of form
- On the right side of the form please enter my Trainer ID 5111
- Please do not enter Provider Information, I will complete that section.
- When complete click "Submit Updates"
- If questions, please contact D&S at 877-851-2355

Please e-mail **ann.m.gaffney@state.ma.us** when you have completed this step.

After MAP Certification Training and successful completion of the pretest, staff are expected to schedule themselves to test. Supervisors may schedule their staff as well using the information required. Go to:

www.hdmaster.com

- Click "Massachusetts MAP Testing and Registry"
- Click "WebETest© Start Page"
- Click "Staff"
- Enter social security number and PIN
- Click on "View Test Schedule" to choose a test site.
- Once a test site is chosen the first available date/time will appear below.
- To schedule, click "Submit Updates"
- Click "Confirmation" to print test site/date/time/directions and bring with you to the test.
- If questions, please contact D&S at 877-851-2355

<i>Ann Gaffney</i>		
DATE	TIME	LOCATION
January 27, 31, February 2, 2012 <i>Friday, Tuesday, Thursday</i>	8:45 AM – 3:30 PM	DDS – Shrewsbury Check white board in lobby for room
February 8, 9, 13, 2012 <i>Wednesday, Thursday, Monday</i>	8:45 AM – 3:30 PM	DDS – Shrewsbury Check white board in lobby for room
March 16, 19, 21, 2012 <i>Friday, Monday, Wednesday</i>	8:45 AM – 3:30 PM	DDS – Shrewsbury Check white board in lobby for room

➤ REFRESHER FOR RECERTIFICATION

<i>Various instructors</i>		
DATE	TIME	LOCATION
January 10, 2012 <i>Tuesday</i>	9:00 AM – 5:00 PM	DDS – Shrewsbury Check white board in lobby for room
February 7, 2012 <i>Tuesday</i>	9:00 AM – 5:00 PM	DDS – Shrewsbury Check white board in lobby for room
March 5, 2012 <i>Monday</i>	9:00 AM – 5:00 PM	DDS – Shrewsbury Check white board in lobby for room

There is no power greater than a community discovering what it cares about.

Ask “What’s possible?” not “What’s wrong?” Keep asking.

Notice what you care about. Assume that many others share your dreams.

Be brave enough to start a conversation that matters. Talk to people you know.

Talk to people you don’t know. Talk to people you never talk to.

Be intrigued by the differences you hear. Expect to be surprised. Treasure curiosity more than certainty.

Invite in everybody who cares to work on what’s possible.

Acknowledge that everyone is an expert about something.

Know that creative solutions come from new connections.

Remember, you don’t fear people whose story you know. Real listening always brings people closer together.

Trust that meaningful conversations can change your world.

Rely on human goodness. Stay together.

- Margaret Wheatley

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 or Stephanie Chin
Holyoke Community College
(413) 552-2333
jgriswold@hcc.edu
schin@hcc.edu

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

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

