



*Commonwealth of Massachusetts  
Department of  
Developmental Services*

# **DDS Metro Region**

## **Training Calendar**



**May-June 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>



# May 2024

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[DDS.MetroTraining@Mass.gov](mailto:DDS.MetroTraining@Mass.gov)

◀ Apr 2024							May 2024							Jun 2024 ▶						
Sun		Mon		Tue		Wed		Thu		Fri		Sat								
						1		2 Basic Human Rights 9:00am-12:00pm <a href="#">click here to register BHR</a>		3		4								
5		6 Community Connections 1:00pm-3:00pm <a href="#">click here to register CC</a>		7 Human Rights Officer 8:45am-2:00pm <a href="#">click here to register HRO</a>		8		9		10		11								
12		13		14		15 Compassion Fatigue 10:00am-12:00pm <a href="#">click here to register CF</a>		16		17 Grief and Loss 9:00am-11:00am		18								
19		20 IN PERSON Fire Safety 10:00am-2:00pm <a href="#">click here to register FS</a>		21 Recharging Your Batteries 1:00pm-3:00pm		22		23 Self-Care and Stress Management 10:00am-12:00pm		24		25								
26		27		28		29		30		31 Basic Human Rights 9:30am-12:30pm <a href="#">click here to register BHR</a>										



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**Department of  
 Developmental Services**

# June 2024

**Metro Region DDS Office**  
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[DDS.MetroTraining@Mass.gov](mailto:DDS.MetroTraining@Mass.gov)

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June 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4 Human Rights Officer 8:45am-2:00pm <a href="#">Click here to register HRO</a>	5	6	7	8
9	10	11	12	13 IN PERSON Fire Safety 10:00am-2:00pm <a href="#">click here to register FS</a>	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

