

Dear BAT Users:

As the new year approaches, we wanted to ensure that our user community is prepared for the next budget cycle. To that end, we are offering Budgeting Analysis Tool (BAT) and Resourcing For Results Online (RFRO) Training to all users who would like to attend. This year we will be holding training sessions both in person and remotely.

We will be providing two different types of training: sessions for new user and refreshers for more seasoned users. New user instruction will be a full day (from 9 am to 5 pm) class and will cover both the personnel and operating sides of the application. Refreshers will be half a day (from 10 am to 12:30 pm) and will “refresh” the key elements of Hyperion. All RFRO trainings are half of a day (from 10 am to 12:30 pm).

On-site training will take place on the 15<sup>th</sup> floor training room in the Overtown Transit Village South (701 NW 1st Ct) . These courses will be held on the following dates:

- Tuesday, December 3, 2024 (BAT New User)
- Wednesday, December 4, 2024 (BAT New User)
- Thursday, December 5, 2024 (BAT Refresher)
- Tuesday, December 10, 2024 (BAT Refresher)
- Wednesday, December 11, 2024 (BAT Refresher)
- Thursday, December 12, 2024 (BAT Refresher)
- Tuesday, December 17, 2024 (RFRO)
- Wednesday, December 18, 2024 (RFRO)

*Please note that these classes are limited to 15 students per class.*

The remaining classes (all Refreshers and RFRO) will be held remotely on the following dates:

- Monday, December 2, 2024 (BAT Refresher)
- Friday, December 6, 2024 (BAT Refresher)
- Monday, December 9, 2024 (BAT Refresher)
- Friday, December 13, 2024 (BAT Refresher)
- Monday, December 16, 2024 (RFRO)

*Please note that these classes will be limited to 40 students per class.*

If additional training dates are required, we will add these in January 2025. Further, if there are enough students for SmartView training or classes need to be re-organized as we go through the training cycle, we will advise accordingly.

To sign up for these classes, please contact Grace Ferreira or Marie Lucas at 305.375.5143.

We will also be providing CBAT training this year. We will send the dates of these trainings shortly.