

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: classes for new users and refreshers for those more seasoned. New user instruction will be a full day and in person (from 9 am to 5 pm). This class will cover both the personnel and operating sides of the application. Refreshers will be half a day (from 10 am to 12 pm) and will “refresh” the key elements of Hyperion. All RFRO trainings are half of a day (from 10 am to 12 pm). Refresher and RFRO training will be conducted remotely via MicroSoft Teams.

On-site training New User 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:

- Thursday, December 4, 2025
- Tuesday, December 9, 2025
- Thursday, December 11, 2025

*Please note that these classes are limited to 20 students per class.*

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

- Monday, December 1, 2025 (BAT Refresher)
- Tuesday, December 2, 2025 (BAT Refresher)
- Wednesday, December 3, 2025 (BAT Refresher)
- Friday, December 5, 2025 (BAT Refresher)
- Monday, December 8, 2025 (BAT Refresher)
- Wednesday, December 10, 2025 (BAT Refresher)
- Friday, December 12, 2025 (BAT Refresher)
- Monday, December 15, 2025 (RFRO)
- Tuesday, December 16, 2025 (RFRO)
- Wednesday, December 17, 2025 (RFRO)

CBAT Training dates will be communicated in a separate email.

If additional training dates are required, we will add these in January 2026. 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. Note that classes may be cancelled if we do not have enough trainees on a given day.

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

If you have any questions, do not hesitate to contact us.

The BAT Team