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**Date:** 8/22/2014 10:25:20 AM  
**Subject:** PBF Training/Refresher Sessions

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Agency Budget Contacts:

PBF training and refresher courses will commence September 2, 2014. Please survey your team and determine if any of them require a refresher course or beginner training. Please have them select a date and time and follow up with me by August 25<sup>th</sup>. A total of nine classes will be available for you to choose from. EBO staff will give a presentation and be available to provide technical support during open work time. Session participants should bring their work papers to begin keying their decision packages if possible. I will forward handouts and instructions to participants as we get closer to training. There are only 15 slots per session so please follow up as soon as possible. If you have any questions please feel free to give me a call.

**Training/Refresher Sessions:**

Refresher - Tuesday 9/2 - 10:00-11:30  
Refresher - Tuesday 9/2 - 1:00-2:30  
Refresher - Tuesday 9/2 - 3:00-4:30  
Beginner - Wednesday 9/3 - 9:00-11:30  
Refresher - Wednesday 9/3 - 1:00-2:30  
Refresher - Wednesday 9/3 - 3:00-4:30  
Beginner - Thursday 9/4 - 9:00-11:30  
Refresher - Thursday 9/4 - 1:00-2:30  
Refresher - Thursday 9/4 - 3:00-4:30

Regards,

Lewis Carter



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