



All classes held at 27 Barrow Street, 4th floor, New York, NY 10014

We provide Career Coaching, Employment Assistance, and Certified Computer Training. It's an opportunity to learn something new, expand your resume, connect with others, and most importantly, have a good time. Open to all **registered members** of Lifelong Skills.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		<p>1</p> <p>Open Computer Lab w/ Avi 10:00 AM - 12:30 PM</p> <p>Resume Rescue: Crafting for AI (ATS) Success 10:30 AM - 11:30 AM</p>	<p>2</p> <p>Open Computer Lab w/Avi 9:00 AM - 10:00 AM</p> <p>Job Seeker Roundtable 1:30 PM-3:00 PM</p>	<p>3</p> <p>Open Computer Lab w/Avi 10:00 AM - 12:30 PM</p>
<p>6</p> <p>Open Computer Lab w/ Avi 9:00 AM - 10:00 AM</p> <p>Cooking Class w/ Chef Tavares. New Recipes Weekly 10:30 AM - 12:30 PM</p> <p>Microsoft Word 101 Getting Started with Microsoft Word 1:30 PM - 3:30 PM</p> <p>Getting Creative with AI 1:30 PM - 3:00PM</p>	<p>7</p> <p>Open Computer Lab w/ Avi 9:00 AM - 10:00 AM</p> <p>Internet Basics 10:00 AM - 11:30 PM</p> <p>Microsoft Word 2/4 Document Enhancement and Collaboration 1:30 PM - 3:30 PM</p>	<p>8</p> <p>Open Computer Lab w/ Avi 10:00 AM - 12:30 PM</p> <p>Microsoft Word 3/4 Professional Document Creation & Formatting 1:30 PM-3:30 PM</p>	<p>9</p> <p>Open Computer Lab w/Avi 9:00 AM - 10:00 AM</p> <p>Using Email (Gmail, Yahoo, Outlook) 10:00 AM - 11:30 AM</p> <p>Microsoft Word 4/4 Proficiency Assessment in Microsoft Word 1:30 PM - 3:30 PM</p> <p>Job Seeker Roundtable 1:30 PM - 3:00 PM</p>	<p>10</p> <p>Open Computer Lab w/Avi 10:00 AM - 12:30 PM</p> <p>Computer Basics 10:00 AM - 11:30 AM</p> <p>Catering 101 Training ((English) 10:00 AM - 3:00 PM</p> <p>Zoom 101 1:30 PM - 3:30 PM</p>



Feel free to visit our facility for assistance. We offer services like Case Management Services, Employment Coaching, Job Readiness Preparation, and Job Placement. Walk-in registrations are welcome! Whether you want to learn about our programs or need help, **stop by anytime.**

Benefits Screening are available by appointment.

Call 917-261-4598 OR Email: workforce@greenwichhouse.org



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MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p>13</p> <p>Open Computer Lab w/ Avi 9:00 AM – 10:00 AM</p> <p>Cooking Class w/ Chef Tavares. New Recipes Weekly 10:30 AM - 12:30 PM</p> <p>Microsoft Excel 1/4 Introduction to Microsoft Excel Basics 1:30 PM-3:30 PM</p>	<p>14</p> <p>Open Computer Lab w/ Avi 9:00 AM – 10:00 AM</p> <p>Job Search Safari: Navigating the Wilds of AI & Employment 10:00AM - 11:30 AM</p> <p>Microsoft Excel 2/4 Data Manipulation and Analysis 1:30 PM -3:30 PM</p>	<p>15</p> <p>Open Computer Lab w/ Avi 10:00 AM – 12:30 PM</p> <p>Resume Rescue: Crafting for AI (ATS) Success 10:00 AM- 11:30 AM</p> <p>Microsoft Excel 3/4 Data Visualization and Collaboration 1:30 PM -3:30 PM</p>	<p>16</p> <p>Open Computer Lab w/Avi 9:00 AM – 10:00 AM</p> <p>Cyber Security 101 10:30 AM – 12:00 PM</p> <p>Microsoft Excel 4/4 Proficiency Assessment in Microsoft Excel 1:30 PM -3:30 PM</p>	<p>17</p> <p>Open Computer Lab w/Avi 10:00 AM – 12:30 PM</p> <p>Social Media 101 1:30 PM-3:30 PM</p>
<p>20</p> <p>Open Computer Lab w/ Avi 9:00 AM – 10:00 AM</p> <p>Cooking Class w/ Chef Tavares. New Recipes Weekly 10:30 AM - 12:30 PM</p> <p>Microsoft Outlook 1/4 Introduction to Microsoft Outlook Basics 1:30 PM -3:30 PM</p>	<p>21</p> <p>Open Computer Lab w/ Avi 9:00 AM – 10:00 AM</p> <p>Internet Job Searching 1:30 PM -3:00PM</p> <p>Microsoft Outlook 2/4 Email Management and Collaboration 1:30 PM-3:30 PM</p>	<p>22</p> <p>Open Computer Lab w/ Avi 10:00 AM – 12:30 PM</p> <p>Mock Interviewing: Learning how to Interview with Pizzazz 10:00AM - 11:30 PM</p> <p>Microsoft Outlook 3/4 Outlook Automation and Efficiency 1:30 PM-3:30PM</p>	<p>23</p> <p>Open Computer Lab w/Avi 9:00 AM – 10:00 AM</p> <p>Job Seeker Roundtable 1:30 PM -3:00PM</p> <p>Microsoft Outlook 4/4 Proficiency Assessment in Microsoft Outlook 1:30 PM-3:30 PM</p>	<p>24</p> <p>Open Computer Lab w/Avi 10:00 AM – 12:30 PM</p> <p>Catering 101 Training (Spanish) 10:00 AM – 3:00 PM</p> <p>AI & Chat GPT 1:30 PM-3:30PM</p> <p>Fit & Flavorful Fridays Nutrition for Healthy Aging (60+) 4:00 PM - 5:30 PM</p>
<p>27</p> <p>LSOC CLOSED</p> <p>Memorial Day</p>	<p>28</p> <p>Open Computer Lab w/ Avi 9:00 AM – 10:00 AM</p> <p>Job Search Safari: Navigating the Wilds of AI & Employment 10:00 AM - 11:30 AM</p> <p>LinkedIn 1/4 LinkedIn Fundamentals for Networking 1:30 PM-3:30 PM</p>	<p>29</p> <p>Open Computer Lab w/ Avi 10:00 AM – 12:30 PM</p> <p>Resume Rescue: Crafting for AI (ATS) Success 10:00 AM- 11:30 AM</p> <p>LinkedIn 2/4 LinkedIn Networking and Content Strategy 1:30 PM - 3:30 PM</p>	<p>30</p> <p>Open Computer Lab w/Avi 9:00 AM – 10:00 AM</p> <p>Job Seeker Roundtable 1:30 PM -3:00PM</p> <p>LinkedIn 3/4 LinkedIn for Career Advancement and Personal Branding 1:30 PM -3:30 PM</p>	<p>31</p> <p>Open Computer Lab w/Avi 10:00 AM – 12:30 PM</p> <p>LinkedIn 4/4 Proficiency Assessment for LinkedIn 1:30 PM-3:30 PM</p>