

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

We provide Career Coaching, Employment Assistance, and Professional 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 style="text-align: center;">ORIENTATION 8/5 & 8/19</p> <p style="text-align: center;">REGISTER FOR ORIENTATION HERE:</p> <p style="text-align: center;">CLICK ON THIS LINK</p> <p style="text-align: center;">Call, Email or drop-in for more information and to sign-up for our next orientation!</p> <p style="text-align: center;">Call 917-261-4598 OR Email: workforce@greenwichhouse.org</p>			<p>1</p> <p>Open Computer Lab 9:00 AM – 10:30 AM</p> <p>Project Management Apps (Organizing Your Projects) Computer Lab 10:30 AM – 12:00 PM</p> <p>Open Computer Lab 1:00 PM – 2:30 PM</p> <p>ALL About Email (Gmail, Yahoo, Outlook) Computer Lab 2:30 PM – 4:30 PM</p>	<p>2</p> <p>Open Computer Lab 9:00 AM – 10:30 AM</p> <p>Basic Computer Skills (Windows 101) Computer Lab 10:30AM – 12:00 PM</p> <p>Open Computer Lab 1:00 PM – 2:30 PM</p> <p>Basic Computer Skills (Windows 101) Computer Lab 2:30 PM – 4:30 PM</p>
			<p>5</p> <p>Open Computer Lab 9:00 AM – 10:30 AM</p> <p>LSOC ORIENTATION & REGISTRATION 10:30 AM - 12:00 PM</p> <p>Eliminating Your Junk Mail Computer Lab 10:30 AM – 12:00 PM</p> <p>Open Computer Lab 1:00 PM – 2:30 PM</p> <p>Microsoft Excel: 1/4 Introduction to Microsoft Excel Basics Computer Lab 2:30 PM-4:30 PM</p>	<p>6</p> <p>Open Computer Lab 9:00 AM – 10:30 AM</p> <p>Job Search Safari: Navigating the Wilds of AI & Employment 10:30AM - 12:00 PM</p> <p>Creating Posters & Flyers (Using Canva) Computer Lab 10:30 AM – 12:00 PM</p> <p>Open Computer Lab 1:00 PM – 2:30 PM</p> <p>Microsoft Excel: 2/4 Data Manipulation and Analysis Computer Lab 2:30 PM -4:30 PM</p>
<p>12</p> <p>LSOC TECH DAY Computer Lab & Multipurpose Room 9:30AM – 12:00 PM</p> <p>Open Computer Lab 1:00 PM – 2:30 PM</p> <p>Microsoft Outlook 1/4 Introduction to Microsoft Outlook Basics Computer Lab 2:30 PM -4:30 PM</p>	<p>13</p> <p>Open Computer Lab 9:00 AM – 10:30 AM</p> <p>NO MORNING TECH CLASS DUE TO SCHEDULED EVENT Computer Lab 10:30 AM – 12:00 PM</p> <p>Open Computer Lab 1:00 PM – 2:30 PM</p> <p>Microsoft Outlook 2/4 Email Management and Collaboration Computer Lab 2:30 PM-4:30 PM</p>	<p>14</p> <p>Open Computer Lab 9:00 AM – 10:30 AM</p> <p>Online Resource for Job Seekers Computer Lab 10:30 AM – 12:00 PM</p> <p>Open Computer Lab 1:00 PM – 2:30 PM</p> <p>Microsoft Outlook 3/4 Outlook Automation and Efficiency Computer Lab 2:30 PM-4:30PM</p>	<p>15</p> <p>Open Computer Lab 9:00 AM – 10:30 AM</p> <p>Video Conferencing 101 (Zoom Basics and Tips for Interviewing) Computer Lab 10:30 AM – 12:00 PM</p> <p>Open Computer Lab 1:00 PM – 2:30 PM</p> <p>Microsoft Outlook 4/4 Proficiency Assessment in Microsoft Outlook Computer Lab 2:30 PM-4:30 PM</p>	
			<p>16</p> <p>Open Computer Lab 9:00 AM – 10:30 AM</p> <p>Artificial Intelligence & ChatGPT Fundamentals Computer Lab 10:30 AM – 12:00 PM</p> <p>Open Computer Lab 1:00 PM – 2:30 PM</p> <p>Artificial Intelligence & ChatGPT Fundamentals Computer Lab 2:30 PM – 4:30 PM</p>	

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MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p>19 Open Computer Lab 9:00 AM – 10:30 AM</p> <p>LSOC ORIENTATION & REGISTRATION 10:30AM - 12:00 PM</p> <p>Eliminating Your Junk Mail Computer Lab 10:30 AM – 12:00 PM</p> <p>Open Computer Lab 1:00 PM – 2:30 PM</p> <p>Microsoft Word : 1/4 Getting Started with Microsoft Word 2:30 PM -4:30 PM</p>	<p>20 Open Computer Lab 9:00 AM – 10:30 AM</p> <p>Job Search Safari: Navigating the Wilds of AI & Employment 10:30AM - 12:00 PM</p> <p>How to Use Your Telehealth Portal Computer Lab 10:30 AM – 12:00 PM</p> <p>Open Computer Lab 1:00 PM – 2:30 PM</p> <p>Microsoft Word : 2/4 Document Enhancement and Collaboration 2:30 PM -4:30 PM</p>	<p>21 Open Computer Lab 9:00 AM – 10:30 AM</p> <p>Resume Rescue: Crafting for AI (ATS) Success 10:30 AM- 12:00 PM</p> <p>Google Doc Basics 101 Computer Lab 10:30 AM – 12:00 PM</p> <p>Open Computer Lab 1:00 PM – 2:30 PM</p> <p>Microsoft Word: 3/4 Professional Document Creation & Formatting 2:30 PM-4:30 PM</p>	<p>22 Open Computer Lab 9:00 AM – 10:30 AM</p> <p>Mock Interviewing: Learning how to Interview with Pizzazz 10:30 AM - 12:00 PM</p> <p>ALL About Email (Gmail, Yahoo, Outlook) Computer Lab 10:30 AM – 12:00 PM</p> <p>Open Computer Lab 1:00 PM – 2:30 PM</p> <p>Microsoft Word: 4/4 Proficiency Assessment in Microsoft Word 2:30 PM -4:30 PM</p>	<p>23 Open Computer Lab 9:00 AM – 10:30 AM</p> <p>Basic Computer Skills (Windows 101) Computer Lab 10:30AM – 12:00 PM</p> <p>Open Computer Lab 1:00 PM – 2:30 PM</p> <p>Basic Computer Skills (Windows 101) Computer Lab 2:30PM – 4:30 PM</p>
<p>26 Open Computer Lab 9:00 AM – 10:30 AM</p> <p>NO MORNING TECH CLASS DUE TO SCHEDULED EVENT Computer Lab 10:30 AM – 12:00 PM</p> <p>Open Computer Lab 1:00 PM – 2:30 PM</p> <p>LinkedIn 1/4 LinkedIn Fundamentals for Networking Computer Lab 2:30 PM-4:30 PM</p>	<p>27 Open Computer Lab 9:00 AM – 10:30 AM</p> <p>Online Resource for Job Seekers Computer Lab 10:30 AM – 12:00 PM</p> <p>Open Computer Lab 1:00 PM – 2:30 PM</p> <p>LinkedIn 2/4 LinkedIn Networking and Content Strategy Computer Lab 2:30 PM -4:30 PM</p>	<p>28 Open Computer Lab 9:00 AM – 10:30 AM</p> <p>How to Use Your Telehealth Portal Computer Lab 10:30 AM – 12:00 PM</p> <p>Open Computer Lab 1:00 PM – 2:30 PM</p> <p>LinkedIn 3/4 LinkedIn for Career Advancement and Personal Branding Computer Lab 2:30 PM -4:30 PM</p>	<p>29 Open Computer Lab 9:00 AM – 10:30 AM</p> <p>Video Conferencing 101 (Zoom Basics and Tips for Interviewing) Computer Lab 10:30 AM – 12:00 PM</p> <p>Open Computer Lab 1:00 PM – 2:30 PM</p> <p>LinkedIn 4/4 Proficiency Assessment for LinkedIn Computer Lab 2:30 PM-4:30 PM</p>	<p>30 Open Computer Lab 9:00 AM – 10:30 AM</p> <p>Cyber Security 101 Computer Lab 10:30 AM – 12:00 PM</p> <p>Open Computer Lab 1:00 PM – 2:30 PM</p> <p>CPR Certification Training w/Andrew Ross (Computer Lab) 2:30 PM - 4:30 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**. Call, Email or drop-in for more information and to sign-up for our next orientation! Whether you want to learn about our programs or need help, **stop by anytime**.

Benefits Screenings are available by appointment.

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

