LIFELONG SKILLS AND OPPORTUNITY CENTER
Greenwich House

October 2024
In-Person Monthly Program Schedule

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.

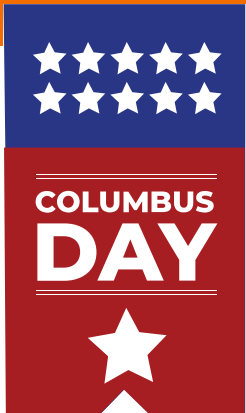| MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
30 Open Computer Lab 9:00 AM – 10:30 AM	**1** Open Computer Lab 9:00 AM – 10:30 AM	**2** Open Computer Lab 9:00 AM – 1:00 PM	**3** Open Computer Lab 9:00 AM – 1:00 PM	**4**
LSOC ORIENTATION & REGISTRATION 10:30AM - 12:00 PM	**Basic Computer Skills (Windows 101)** Computer Lab - Avi. G 10:30 AM – 11:45 AM	**MORNING TECH CLASS** 10:30 AM to 11:45 AM **CANCELLED**	**MORNING TECH CLASS** 10:30 AM to 11:45 AM **CANCELLED**	Open Computer Lab 9:00 AM – 2:00 PM **ALL DAY** FOR REGISTERED MEMBERS - PRINTING & COPYING IS LIMITED
Open Computer Lab | Monday - Thursday 1:00 PM – 2:30 PM		**Job Readiness Coaching Workshop:** Workplace Culture and Etiquette - Rose. H 10:30 AM to 11:45 AM	**Benefits and Resources: For OASAS Phlebotomy Cohort -** Jian T 10:30 AM to 11:45 AM	
Cyber Security 101 - STAY SAFE ONLINE Computer Lab - Avi. G 2:30 PM – 3:45 PM	**Creating Posters & Flyers** (Using Canva) Computer Lab - Avi G. 2:30 PM – 3:45 PM			
7 Open Computer Lab 9:00 AM – 10:30 AM	**8** Open Computer Lab 9:00 AM – 10:30 AM	**9** Open Computer Lab 9:00 AM – 10:30 AM	**10** Open Computer Lab 9:00 AM – 10:30 AM	**11**
Basic Computer Skills (Windows 101) Computer Lab - Avi G. 10:30 AM – 11:45 AM	**ALL About Email (Gmail, Yahoo, Outlook)** Computer Lab - Avi G. 10:30 AM – 11:45 AM	**Artificial Intelligence & ChatGPT Fundamentals** Computer Lab - Avi G. 10:30 AM – 11:45 AM	**Video Conferencing Basic for Job Seekers** (Zoom Basics and Tips for Interviewing) Computer Lab - Avi G. 10:30 AM – 11:45 AM	**LSOC ORIENTATION & REGISTRATION** 10:30AM - 12:00 PM
Job Readiness Series: Day 1 - Job Search Safari Navigating the Wilds to Employment in a Tech Focus Society - Rose. H 10:30AM - 12:00PM	**Job Readiness Series: Day 2 - Resume Rescue:** Crafting for AI (ATS) Success - Rose H. 10:30 AM- 12:00 PM	**Job Readiness Series: Day 3 - Mock Interviewing** Learn how to Interview with Pizzazz - Andrew R. 10:30 AM - 12:00 PM	**Job Readiness Prep: Day 4 -** Online Resource & Job Boards for Job Seekers - Zelina B. 10:30 AM to 12:00 PM	**Job Readiness Prep: Day 5 -** Follow-Up Strategies for Job Applications - Zelina B. 10:30 AM to 12:00 PM
Open Computer Lab | Monday - Thursday 1:00 PM – 2:30 PM				Open Computer Lab 9:00 AM – 2:00 PM **ALL DAY** FOR REGISTERED MEMBERS - PRINTING & COPYING IS LIMITED
Microsoft Excel: Day 1/4 Introduction to Microsoft Excel Basics Computer Lab 2:30 PM - 3:45 PM	**Microsoft Excel: Day 2/4** Data Manipulation and Analysis Computer Lab 2:30 PM - 3:45 PM	**Microsoft Excel: Day 3/4** Professional Document Creation & Formatting Computer Lab 2:30 PM- 3:45 PM	**Microsoft Excel : 4/4** Proficiency Assessment in Microsoft Word Computer Lab 2:30 PM -3:45 PM	

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

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MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
14 ★★★★★ ★★★★★ **COLUMBUS DAY** ★ **LSOC IS CLOSED**	**15** Open Computer Lab 9:00 AM – 10:30 AM **Cyber Security - STAY SAFE ONLINE** Computer Lab 10:30 AM – 11:45 AM **Job Readiness Workshop, DAY 1: Phlebotomy Cohort** 12:00 PM to 2:30 PM	**16** Open Computer Lab 9:00 AM – 10:30 AM **Eliminating Your Unwanted Junk Email** Computer Lab 10:30 AM – 11:45AM **Job Readiness Workshop, DAY 2: Phlebotomy Cohort** 12:00 PM to 2:30 PM	**17** Open Computer Lab 9:00 AM – 10:30 AM **Job Readiness Workshop, DAY 3: Phlebotomy Cohort** 12:00 PM to 2:30 PM	**18** Open Computer Lab 9:00 AM – 12:00 PM **CPR Certification Training w/Andrew Ross** **$FEE BASED TRAINING** (Computer Lab) 2:30 PM - 4:30 PM
	Open Computer Lab | Monday - Thursday 1:00 PM – 2:30 PM			
	Microsoft Outlook 1/4 Introduction to Microsoft Outlook Basics Computer Lab 2:30 PM - 3:45 PM	**Microsoft Outlook 2/4** Email Management and Collaboration Computer Lab 2:30 PM - 3:45 PM	**Microsoft Outlook 3/4** Outlook Automation and Efficiency Computer Lab 2:30 PM - 3:45 PM	**Microsoft Outlook 4/4** Proficiency Assessment in Microsoft Outlook Computer Lab 2:30 PM - 3:45 PM
21 Open Computer Lab 9:00 AM – 10:30 AM **Basic Computer Skills (Windows 101)** Computer Lab - Avi G. 10:30 AM – 11:45 AM **Job Readiness Series: Day 1 - Job Search Safari** Navigating the Wilds to Employment in a Tech Focus Society - Rose. H 10:30AM - 12:00PM	**22** Open Computer Lab 9:00 AM – 10:30 AM **ALL About Email (Gmail, Yahoo, Outlook)** Computer Lab - Avi G. 10:30 AM – 11:45 AM **Job Readiness Series: Day 2 - Resume Rescue:** Crafting for AI (ATS) Success - Rose H. 10:30 AM- 12:00 PM	**23** Open Computer Lab 9:00 AM – 10:30 AM **Artificial Intelligence & ChatGPT Fundamentals** Computer Lab - Avi G. 10:30 AM – 11:45 AM **Job Readiness Series: Day 3 - Mock Interviewing** Learn how to Interview with Pizzazz - Andrew R. 10:30 AM - 12:00 PM	**24** Open Computer Lab 9:00 AM – 10:30 AM **Job Readiness Prep: Day 4 - Online Resource & Job Boards for Job Seekers -** Zelina B. 10:30 AM to 12:00 PM	**25** Open Computer Lab 9:00 AM – 2:00 PM **ALL DAY** FOR REGISTERED MEMBERS - PRINTING & COPYING IS LIMITED **Job Readiness Prep: Day 5 - Follow-Up Strategies for Job Applications -** Zelina B. 10:30 AM to 12:00 PM
	Open Computer Lab | Monday - Thursday 1:00 PM – 2:30 PM			
	Microsoft Word : 1/4 Getting Started with Microsoft Word 2:30 PM - 3:45 PM	**Microsoft Word : 2/4** Document Enhancement and Collaboration 2:30 PM - 3:45 PM	**Microsoft Word: 3/4** Professional Document Creation & Formatting 2:30 PM - 3:45 PM	**Microsoft Word: 4/4** Proficiency Assessment in Microsoft Word 2:30 PM - 3:45 PM
28 Open Computer Lab 9:00 AM – 10:30 AM **LSOC ORIENTATION & REGISTRATION** 10:30AM - 12:00 PM **Basic Computer Skills (Windows 101)** Computer Lab - Avi G. 10:30 AM – 11:45 AM	**29** Open Computer Lab 9:00 AM – 10:30 AM **Video Conferencing Basic for Job Seekers** (Zoom Basics and Tips for Interviewing) Computer Lab - Avi G. 10:30 AM – 11:45 AM	**30** Open Computer Lab 9:00 AM – 10:30 AM **Job Readiness Coaching Workshop:** Workplace Culture and Etiquette - Rose 10:30 AM to 11:45 AM	**31** Open Computer Lab 9:00 AM – 10:30 AM **Benefits and Resources: For Spanish OSHA Cohort - Jian T** 10:30 AM to 11:45 AM	
	Open Computer Lab | Monday - Thursday 1:00 PM – 2:30 PM			
LinkedIn 1/4 LinkedIn Fundamentals for Networking Computer Lab 2:30 PM - 3:45 PM	**LinkedIn 2/4** LinkedIn Networking and Content Strategy Computer Lab 2:30 PM - 3:45 PM	**LinkedIn 3/4** LinkedIn for Career Advancement and Personal Branding Computer Lab 2:30 PM-3:45 PM	**LinkedIn 4/4** Proficiency Assessment for LinkedIn Computer Lab 2:30 PM - 3:45 PM	