

**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><b>2</b> Open Computer Lab 9:00 AM – 10:30 AM</p> <p><b>LSOC CLOSED</b></p> 	<p><b>3</b> Open Computer Lab 9:00 AM – 10:30 AM</p> <p><b>LSOC ORIENTATION &amp; REGISTRATION</b> 10:30AM - 12:00 PM</p> <p><b>Cyber Security 101 - STAY SAFE ONLINE</b> Computer Lab 10:30 AM – 12:00 PM</p> <p>Open Computer Lab 1:00 PM – 2:30 PM</p> <p><b>Microsoft Excel: 1/4</b> Introduction to Microsoft Excel Basics Computer Lab 2:30 PM-4:30 PM</p>	<p><b>4</b> Open Computer Lab 9:00 AM – 10:30 AM</p> <p><b>Job Search Safari:</b> Navigating the Wilds of AI &amp; Employment (27 Barrow 1st FL) 10:30AM - 12:00 PM</p> <p><b>Eliminating Your Unwanted Junk Mail</b> Computer Lab 10:30 AM – 12:00 PM</p> <p>Open Computer Lab 1:00 PM – 2:30 PM</p> <p><b>Microsoft Excel: 2/4</b> Data Manipulation and Analysis Computer Lab 2:30 PM -4:30 PM</p>	<p><b>5</b> Open Computer Lab 9:00 AM – 10:30 AM</p> <p><b>Resume Rescue:</b> Crafting for AI (ATS) Success 10:30 AM- 12:00 PM</p> <p><b>ALL About Email (Gmail, Yahoo, Outlook)</b> Computer Lab 10:30 AM – 12:00 PM</p> <p>Open Computer Lab 1:00 PM – 2:30 PM</p> <p><b>Microsoft Excel : 3/4</b> Professional Document Creation &amp; Formatting Computer Lab 2:30 PM-4:30 PM</p>	<p><b>6</b> Open Computer Lab 9:00 AM – 10:30 AM</p> <p><b>Mock Interviewing:</b> Learning how to Interview with Pizzazz (Computer Lab) 10:30 AM - 12:00 PM</p> <p>Open Computer Lab 1:00 PM – 2:30 PM</p> <p><b>Microsoft Excel : 4/4</b> Proficiency Assessment in Microsoft Word Computer Lab 2:30 PM -4:30 PM</p>
<p><b>9</b> Open Computer Lab 9:00 AM – 10:30 AM</p> <p><b>Online Resources for Job Seekers</b> Computer Lab 10:30 AM – 12:00 PM</p> <p>Open Computer Lab 1:00 PM – 2:30 PM</p> <p><b>Microsoft Outlook 1/4</b> Introduction to Microsoft Outlook Basics Computer Lab 2:30 PM -4:30 PM</p>	<p><b>10</b> Open Computer Lab 9:00 AM – 10:30 AM</p> <p><b>Workplace Culture and Etiquette</b> Conference Room 10:30am to 12:00pm</p> <p><b>Video Conferencing 101 for Job Seekers</b> (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><b>Microsoft Outlook 2/4</b> Email Management and Collaboration Computer Lab 2:30 PM-4:30 PM</p>	<p><b>11</b> Open Computer Lab 9:00 AM – 10:30 AM</p> <p><b>How to Use your iPhone and Android Phones - The Basics</b> Computer Lab 10:30 AM – 12:00 PM</p> <p>Open Computer Lab 1:00 PM – 2:30 PM</p> <p><b>Microsoft Outlook 3/4</b> Outlook Automation and Efficiency Computer Lab 2:30 PM-4:30PM</p>	<p><b>12</b> Open Computer Lab 9:00 AM – 10:30 AM</p> <p><b>Follow-Up Strategies for Job Applications</b> Conference Room 10:30am to 12:00pm</p> <p><b>Basic Computer Skills (Windows 101)</b> Computer Lab 2:30PM – 4:30 PM</p> <p>Open Computer Lab 1:00 PM – 2:30 PM</p> <p><b>Microsoft Outlook 4/4</b> Proficiency Assessment in Microsoft Outlook Computer Lab 2:30 PM-4:30 PM</p>	<p><b>13</b></p> <p>Open Computer Lab 9:00 AM – 2:00 PM</p> <p><b>FOR REGISTERED MEMBERS - PRINTING &amp; COPYING IS LIMITED</b></p> <p><b>Artificial Intelligence &amp; ChatGPT Fundamentals</b> Computer Lab   Brian Colon 2:30 PM – 4:00 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](mailto:workforce@greenwichhouse.org)



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MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p><b>16</b> Open Computer Lab 9:00 AM - 10:30 AM</p> <p><b>LSOC ORIENTATION &amp; REGISTRATION</b> 10:30AM - 12:00 PM</p> <p><b>Cyber Security 101 - STAY SAFE ONLINE</b> Computer Lab 10:30 AM - 12:00 PM</p>	<p><b>17</b> Open Computer Lab 9:00 AM - 10:30 AM</p> <p><b>Job Search Safari:</b> Navigating the Wilds of AI &amp; Employment 10:30AM - 12:00 PM</p> <p><b>ALL About Email (Gmail, Yahoo, Outlook)</b> Computer Lab 10:30 AM - 12:00 PM</p>	<p><b>18</b> Open Computer Lab 9:00 AM - 10:30 AM</p> <p><b>Resume Rescue:</b> Crafting for AI (ATS) Success 10:30 AM- 12:00 PM</p> <p><b>Eliminating Your Unwanted Junk Mail</b> Computer Lab 10:30 AM - 12:00 PM</p>	<p><b>19</b> Open Computer Lab 9:00 AM - 10:30 AM</p> <p><b>Mock Interviewing:</b> Learning how to Interview with Pizzazz 10:30 AM - 12:00 PM</p> <p><b>Creating Posters &amp; Flyers</b> (Using Canva) Computer Lab 10:30 AM - 12:00 PM</p>	<p><b>20</b></p> <p>Open Computer Lab <b>9:00 AM - 2:00 PM</b></p> <p><b>FOR REGISTERED MEMBERS - PRINTING &amp; COPYING IS LIMITED</b></p>
<p>Open Computer Lab 1:00 PM - 2:30 PM</p> <p><b>Microsoft Word : 1/4</b> Getting Started with Microsoft Word 2:30 PM-4:30 PM</p>	<p>Open Computer Lab 1:00 PM - 2:30 PM</p> <p><b>Microsoft Word : 2/4</b> Document Enhancement and Collaboration 2:30 PM-4:30 PM</p>	<p>Open Computer Lab 1:00 PM - 2:30 PM</p> <p><b>Microsoft Word: 3/4</b> Professional Document Creation &amp; Formatting 2:30 PM-4:30 PM</p>	<p>Open Computer Lab 1:00 PM - 2:30 PM</p> <p><b>Microsoft Word: 4/4</b> Proficiency Assessment in Microsoft Word 2:30 PM -4:30 PM</p>	<p><b>Follow-Up Strategies for Job Applications</b> Conference Room <b>2:30PM to 4:00pm</b></p>
<p><b>23</b> Open Computer Lab 9:00 AM - 10:30 AM</p> <p><b>Online Resources for Job Seekers</b> Computer Lab 10:30 AM - 12:00 PM</p>	<p><b>24</b> Open Computer Lab 9:00 AM - 10:30 AM</p> <p><b>Video Conferencing 101 for Job Seekers</b> (Zoom Basics and Tips for Interviewing) Computer Lab 10:30 AM - 12:00 PM</p>	<p><b>25</b> Open Computer Lab 9:00 AM - 10:30 AM</p> <p><b>How to Use your iPhone and Andriod Phones - The Basics</b> Computer Lab 10:30 AM - 12:00 PM</p>	<p><b>26</b> Open Computer Lab 9:00 AM - 10:30 AM</p> <p><b>Basic Computer Skills (Windows 101)</b> Computer Lab 2:30PM - 4:30 PM</p>	<p><b>27</b></p> <p>Open Computer Lab <b>9:00 AM - 2:00 PM</b></p> <p><b>FOR REGISTERED MEMBERS - PRINTING &amp; COPYING IS LIMITED</b></p>
<p>Open Computer Lab 1:00 PM - 2:30 PM</p> <p><b>LinkedIn 1/4</b> LinkedIn Fundamentals for Networking Computer Lab 2:30 PM-4:30 PM</p>	<p>Open Computer Lab 1:00 PM - 2:30 PM</p> <p><b>LinkedIn 2/4</b> LinkedIn Networking and Content Strategy Computer Lab 2:30 PM-4:30 PM</p>	<p>Open Computer Lab 1:00 PM - 2:30 PM</p> <p><b>LinkedIn 3/4</b> LinkedIn for Career Advancement and Personal Branding Computer Lab 2:30 PM-4:30 PM</p>	<p>Open Computer Lab 1:00 PM - 2:30 PM</p> <p><b>LinkedIn 4/4</b> Proficiency Assessment for LinkedIn Computer Lab 2:30 PM-4:30 PM</p>	<p><b>Artificial Intelligence &amp; ChatGPT Fundamentals</b> Computer Lab   Brian Colon 2:30 PM - 4:00 PM</p>
<p><b>30</b> Open Computer Lab 9:00 AM - 10:30 AM</p> <p><b>LSOC ORIENTATION &amp; REGISTRATION</b> 10:30AM - 12:00 PM</p> <p>Open Computer Lab 1:00 PM - 2:30 PM</p> <p><b>Cyber Security 101 - STAY SAFE ONLINE</b> Computer Lab 2:30 AM - 4:00 PM</p>	<p>Feel free to visit our facility for assistance. We offer services like <b>Case Management Services, Employment Coaching, Job Readiness Preparation, and Job Placement</b>. 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, <b>stop by anytime</b>.</p> <p><b>Benefits Screenings are available by appointment.</b> Call 917-261-4598 OR Email: <a href="mailto:workforce@greenwichhouse.org">workforce@greenwichhouse.org</a></p>			