

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
2	3	4	5	6
COMPUTER LAB CLOSED OSHA/SST Monday - Friday 9:00 PM - 5:00 PM				
<p>Job Readiness Series: Day 1 - Job Search Safari Navigating Employment in a Tech Focus Society - Rose. H 10:30AM - 12:00PM</p>	<p>Job Readiness Series: Day 2 - Resume Rescue: Crafting for AI (ATS) Success - Rose. H. 10:30 AM- 12:00 PM</p>	<p>Job Readiness Series: Day 3 - Mock Interviewing Learn how to Interview with Pizzazz - Andrew R. 10:30 AM - 12:00 PM</p>	<p>Job Readiness Coaching Workshop: Day 4 - Creating Your Indeed Profile - Rose H. 10:30 AM to 12:00 PM</p>	<p>Healthy Bites: Cooking for Vibrancy & Wellness (Multipurpose Room) 11:00 AM - 12:30 PM</p>
CSI & LabCorp Phlebotomy Tuesday & Thursday 2:00 PM - 5:00 PM				
9	10	11	12	13
<p>Open Computer Lab 9:00 AM - 10:30 AM</p> <p>LSOC ORIENTATION & REGISTRATION 10:30AM - 12:00 PM</p> <p>MS Word: 1/4 Getting Started with Microsoft Word 10:30 AM - 12:30 PM PHLEBOTOMY STUDENTS ONLY</p>	<p>Open Computer Lab 9:00 AM - 10:30 AM</p> <p>Job Readiness Series: Day 1 - Job Search Safari Navigating the Wilds to Employment in a Tech Focus Society - Rose. H 10:30AM - 12:00PM</p> <p>MS Word: 2/4 Document Enhancement and Collaboration 10:30 AM - 12:30 PM PHLEBOTOMY STUDENTS ONLY</p>	<p>Open Computer Lab 9:00 AM - 10:30 AM</p> <p>Job Readiness Series: Day 2 - Resume Rescue: Crafting for AI (ATS) Success - Rose. H. 10:30 AM- 12:00 PM</p> <p>MS Word: 3/4 Professional Document Creation & Formatting 10:30 AM - 12:30 PM PHLEBOTOMY STUDENTS ONLY</p>	<p>Open Computer Lab 9:00 AM - 10:30 AM</p> <p>Job Readiness Series: Day 3 - Mock Interviewing Learn how to Interview with Pizzazz - Andrew R. 10:30 AM - 12:00 PM</p> <p>MS Word: 4/4 Proficiency Assessment in Microsoft Word 10:30 AM - 12:30 PM PHLEBOTOMY STUDENTS ONLY</p>	<p>Open Computer Lab 9:00 AM - 2:00 PM</p> <p style="font-size: 2em; color: #007bff; text-align: center;">ALL DAY</p> <p style="font-size: 0.8em; text-align: center; color: #f00;">FOR REGISTERED MEMBERS - PRINTING & COPYING IS LIMITED</p>
CSI & LabCorp Phlebotomy Tuesday & Thursday 2:00 PM - 5:00 PM				
Open Computer Lab Monday - Thursday 1:00 PM - 2:30 PM				
<p>MS Word: 1/4 Getting Started with Microsoft Word 2:30 PM - 4:00 PM OPEN TO ALL</p>	<p>MS Word: 2/4 Document Enhancement and Collaboration 2:30 PM - 4:00 PM OPEN TO ALL</p>	<p>MS Word: 3/4 Professional Document Creation & Formatting 2:30 PM - 4:00 PM OPEN TO ALL</p>	<p>Microsoft Word: 4/4 Proficiency Assessment in Microsoft Word 2:30 PM - 4:00 PM OPEN TO ALL</p>	



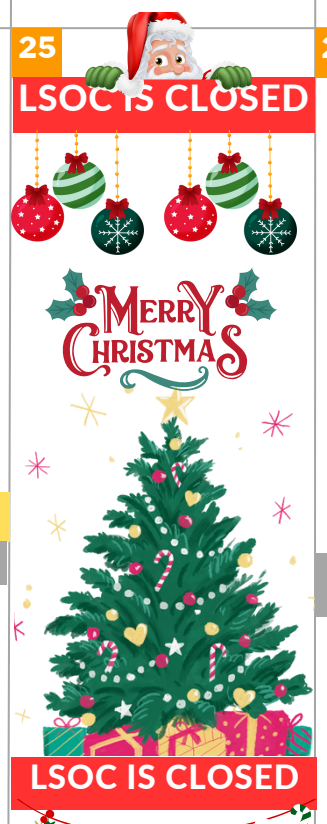
Feel free to visit our facility for assistance. We offer services like **Case Management Services, Employment Coaching, Job Readiness Preparation, and Job Placement.** Call, Email or drop-in for more information and to sign-up for our next orientation! Whether you want to learn about our programs or need help, **stop by anytime.**

Benefits Screenings are available by appointment.

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

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MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
16 Open Computer Lab 9:00 AM - 10:30 AM MS Excel: Day 1/4 Introduction to Microsoft Excel Basics Computer Lab 10:30 AM - 12:30 PM PHLEBOTOMY STUDENTS ONLY	17 Open Computer Lab 9:00 AM - 10:30 AM MS Excel: Day 2/4 Data Manipulation and Analysis Computer Lab 10:30 AM - 12:30 PM PHLEBOTOMY STUDENTS ONLY	18 Open Computer Lab 9:00 AM - 10:30 AM MS Excel: Day 3/4 Professional Document Creation & Formatting Computer Lab 10:30 AM - 12:30 PM PHLEBOTOMY STUDENTS ONLY	19 Open Computer Lab 9:00 AM - 10:30 AM MS Excel: 4/4 Proficiency Assessment in Microsoft Word Computer Lab 10:30 AM - 12:30 PM PHLEBOTOMY STUDENTS ONLY	20 Open Computer Lab 9:00 AM - 2:00 PM ALL DAY FOR REGISTERED MEMBERS - PRINTING & COPYING IS LIMITED
OSHA/SST Tuesday - Friday 7:30 AM - 6:30 PM (Multipurpose Room)				
CSI & LabCorp Phlebotomy Tuesday & Thursday 2:00 PM - 5:00 PM				
MS Excel: Day 1/4 Introduction to Microsoft Excel Basics Computer Lab 2:30 PM - 4:00 PM OPEN TO ALL	MS Excel: Day 2/4 Data Manipulation and Analysis Computer Lab 2:30 PM - 4:00 PM OPEN TO ALL	MS Excel: Day 3/4 Professional Document Creation & Formatting Computer Lab 2:30 PM - 4:00 PM OPEN TO ALL	MS Excel: Day 4/4 Proficiency Assessment in Microsoft Word Computer Lab 2:30 PM - 4:00 PM OPEN TO ALL	CPR Certification Training w/Andrew Ross \$FEE BASED TRAINING (Computer Lab) 2:30 PM - 4:30 PM
23 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 - 12:00 PM	24 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 - 12:00 PM	 <p>LSOC IS CLOSED</p>		26 Open Computer Lab 9:00 AM - 2:00 PM ALL DAY FOR REGISTERED MEMBERS - PRINTING & COPYING IS LIMITED CPR Certification Training w/Andrew Ross \$FEE BASED TRAINING (Computer Lab) 2:30 PM - 4:30 PM
Open Computer Lab Monday - Tuesday 1:00 PM - 2:30 PM		Open Computer Lab Thursday 9:00 AM - 2:00 PM		27 Open Computer Lab 9:00 AM - 2:00 PM ALL DAY FOR REGISTERED MEMBERS - PRINTING & COPYING IS LIMITED CPR Certification Training w/Andrew Ross \$FEE BASED TRAINING (Computer Lab) 2:30 PM - 4:30 PM
Basic Computer Skills (Windows 101) Computer Lab - Avi G. 2:30 PM - 4:00 PM		CSI & LabCorp Phlebotomy Tuesday 2 PM - 5 PM		CSI & LabCorp Phlebotomy Thursday 2 PM - 5 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.**

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