LIFELONG SKILLS AND OPPORTUNITY CENTER
Greenwich House

November 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
	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**			**1** Open Computer Lab 9:00 AM – 2:00 PM **ALL DAY** FOR REGISTERED MEMBERS - PRINTING & COPYING IS LIMITED
4 Open Computer Lab 9:00 AM – 10:30 AM **Microsoft Word: 1/4** Getting Started with Microsoft Word **10:30 AM - 12:30 PM** **PHLEBOTOMY STUDENTS ONLY**	**5** Open Computer Lab 9:00 AM – 10:30 AM **Microsoft Word: 2/4** Document Enhancement and Collaboration **10:30 AM - 12:30 PM** **PHLEBOTOMY STUDENTS ONLY**	**6** Open Computer Lab 9:00 AM – 10:30 AM **Microsoft Word: 3/4** Professional Document Creation & Formatting **10:30 AM - 12:30 PM** **PHLEBOTOMY STUDENTS ONLY**	**7** Open Computer Lab 9:00 AM – 10:30 AM **Microsoft Word: 4/4** Proficiency Assessment in Microsoft Word **10:30 AM - 12:30 PM** **PHLEBOTOMY STUDENTS ONLY**	**8** 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		
CSI & LabCorp Phlebotomy	Tuesday & Thursday	2:00 PM – 5:00 PM		
Microsoft Word: 1/4 Getting Started with Microsoft Word **2:30 PM - 4:00 PM** **OPEN TO ALL**	**Microsoft Word: 2/4** Document Enhancement and Collaboration **2:30 PM - 4:00 PM** **OPEN TO ALL**	**Microsoft Word: 3/4** Professional Document Creation & Formatting **2:30 PM - 4:00 PM** **OPEN TO ALL**	**Microsoft Word: 4/4** Proficiency Assessment in Microsoft Word **2:30 PM - 4:00 PM** **OPEN TO ALL**	
11 Open Computer Lab 9:00 AM – 10:30 AM **LSOC ORIENTATION & REGISTRATION** **10:30AM - 12:00 PM** **Microsoft Excel: Day 1/4** Introduction to Microsoft Excel Basics **Computer Lab** **10:30 AM - 12:30 PM** **PHLEBOTOMY STUDENTS ONLY**	**12** Open Computer Lab 9:00 AM – 10:30 AM **Job Readiness Series: Day 1 - Job Search Safari** Navigating Employment in a Tech Focus Society - Rose. H **10:30AM - 12:00PM** **Microsoft Excel: Day 2/4** Data Manipulation and Analysis **Computer Lab** **10:30 AM - 12:30 PM** **PHLEBOTOMY STUDENTS ONLY**	**13** Open Computer Lab 9:00 AM – 10:30 AM **Job Readiness Series: Day 2 - Resume Rescue:** Crafting for AI (ATS) Success - Rose H. **10:30 AM - 12:00 PM** **Microsoft Excel: Day 3/4** Professional Document Creation & Formatting **Computer Lab** **10:30 AM - 12:30 PM** **PHLEBOTOMY STUDENTS ONLY**	**14** Open Computer Lab 9:00 AM – 10:30 AM **Job Readiness Series: Day 3 - Mock Interviewing** Learn how to Interview with Pizzazz - Andrew R. **10:30 AM - 12:00 PM** **Microsoft Excel: 4/4** Proficiency Assessment in Microsoft Word **Computer Lab** **10:30 AM - 12:30 PM** **PHLEBOTOMY STUDENTS ONLY**	**15** Open Computer Lab 9:00 AM – 10:30 AM **Job Readiness Coaching Workshop: Day 4 -** Creating Your Indeed Profile - Rose H. **10:30 AM to 12:00 PM** Open Computer Lab **12:00 PM – 2:00 PM** FOR REGISTERED MEMBERS - PRINTING & COPYING IS LIMITED
Open Computer Lab	Monday - Thursday	1:00 PM – 2:30 PM		
CSI & LabCorp Phlebotomy	Tuesday & Thursday	2:00 PM – 5:00 PM		
Microsoft Excel: Day 1/4 Introduction to Microsoft Excel Basics **Computer Lab** **2:30 PM - 4:00 PM** **OPEN TO ALL**	**Microsoft Excel: Day 2/4** Data Manipulation and Analysis **Computer Lab** **2:30 PM - 4:00 PM** **OPEN TO ALL**	**Microsoft Excel: Day 3/4** Professional Document Creation & Formatting **Computer Lab** **2:30 PM - 4:00 PM** **OPEN TO ALL**	**Microsoft 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**

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MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
18 Open Computer Lab 9:00 AM – 10:30 AM	**19** Open Computer Lab 9:00 AM – 10:30 AM	**20** Open Computer Lab 9:00 AM – 10:30 AM	**21** Open Computer Lab 9:00 AM – 10:30 AM	**22** Open Computer Lab 9:00 AM – 2:00 PM
Microsoft Outlook 1/4 Introduction to Microsoft Outlook Basics Computer Lab 10:30 AM - 12:30 PM **PHLEBOTOMY STUDENTS ONLY**	**Microsoft Outlook 2/4** Email Management and Collaboration Computer Lab 10:30 AM - 12:30 PM **PHLEBOTOMY STUDENTS ONLY**	**Microsoft Outlook 3/4** Outlook Automation and Efficiency Computer Lab 10:30 AM - 12:30 PM **PHLEBOTOMY STUDENTS ONLY**	**Microsoft Outlook 4/4** Proficiency Assessment in Microsoft Outlook Computer Lab 10:30 AM - 12:30 PM **PHLEBOTOMY STUDENTS ONLY**	**ALL DAY** FOR REGISTERED MEMBERS - PRINTING & COPYING IS LIMITED

Open Computer Lab | Monday - Thursday | 1:00 PM – 2:30 PM

CSI & LabCorp Phlebotomy | Tuesday & Thursday | 2:00 PM – 5:00 PM

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Microsoft Outlook 1/4 Introduction to Microsoft Outlook Basics Computer Lab 2:30 PM - 4:00 PM **OPEN TO ALL**	**Microsoft Outlook 2/4** Email Management and Collaboration Computer Lab 2:30 PM - 4:00 PM **OPEN TO ALL**	**Microsoft Outlook 3/4** Outlook Automation and Efficiency Computer Lab 2:30 PM - 4:00 PM **OPEN TO ALL**	**Microsoft Outlook 4/4** Proficiency Assessment in Microsoft Outlook Computer Lab 2:30 PM - 4:00 PM **OPEN TO ALL**	

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
25 Open Computer Lab 9:00 AM – 10:30 AM	**26** Open Computer Lab 9:00 AM – 10:30 AM	**27** Open Computer Lab 9:00 AM – 10:30 AM	**28**	**29**
LSOC ORIENTATION & REGISTRATION 10:30 AM - 12:00 PM	**Job Readiness Series: Day 1 - Job Search Safari** Navigating the Wilds to Employment in a Tech Focus Society - Rose. H 10:30 AM - 12:00 PM	**Job Readiness Series: Day 2 - Resume Rescue:** Crafting for AI (ATS) Success - Rose H. 10:30 AM - 12:00 PM	**LSOC IS CLOSED**	
Basic Computer Skills (Windows 101) Computer Lab - Avi. G 10:30 AM – 11:45 AM	**Cyber Security - STAY SAFE ONLINE** Computer Lab 10:30 AM – 11:45 AM	**Artificial Intelligence & ChatGPT Fundamentals** Computer Lab - Avi G. 10:30 AM – 11:45 AM	**Happy Thanksgiving**	

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CSI & LabCorp Phlebotomy | Tuesday & Thursday | 2:00 PM – 5:00 PM

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Basic Computer Skills (Windows 101) Computer Lab - Avi G. 2:30 PM – 4:00 PM	**ALL About Email (Gmail, Yahoo, Outlook)** Computer Lab - Avi G. 2:30 PM – 4:00 PM	**Video Conferencing Basic for Job Seekers** (Zoom Basics and Tips for Interviewing) Computer Lab - Avi G. 2:30 PM – 4:00 PM	**LSOC IS CLOSED**	

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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