


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	
<b>30</b>	Open Computer Lab 9:00 AM - 10:30 AM	<b>31</b>	Open Computer Lab 9:00 AM - 10:30 AM	<b>1</b>		<b>2</b>	Open Computer Lab 9:00 AM - 2:00 PM <b>ALL DAY</b>  FOR REGISTERED MEMBERS - PRINTING & COPYING IS LIMITED	<b>3</b>	Open Computer Lab 9:00 AM - 2:00 PM <b>ALL DAY</b>  FOR REGISTERED MEMBERS - PRINTING & COPYING IS LIMITED
Basic Computer Skills (Windows 101) Computer Lab 10:30 AM - 12:00 PM		Cyber Security - STAY SAFE ONLINE Computer Lab 10:30 AM - 12:00 PM		CSI & LabCorp Phlebotomy   Tuesday & Thursday   2:00 PM - 5:00 PM Open Computer Lab   Monday - Thursday   1:00 PM - 2:30 PM		Basic Computer Skills (Windows 101) Computer Lab 2:30 PM - 4:00 PM			
<b>6</b>	Open Computer Lab 9:00 AM - 10:30 AM	<b>7</b>	Open Computer Lab 9:00 AM - 10:30 AM	<b>8</b>	Open Computer Lab 9:00 AM - 10:30 AM	<b>9</b>	Open Computer Lab 9:00 AM - 10:30 AM	<b>10</b>	Open Computer Lab 9:00 AM - 10:30 AM
<b>LSOC ORIENTATION &amp; REGISTRATION</b> 10:30AM - 12:00 PM  <b>MS Word: 1/4</b> Getting Started with Microsoft Word 10:30 AM - 12:00 PM <b>OPEN TO ALL</b>		<b>Job Readiness Series: Day 1 - Job Search &amp; Resume</b> Navigating Employment in a Tech Focus Society - Rose. H 10:30AM - 12:00PM  <b>MS Word: 2/4</b> Document Enhancement and Collaboration 10:30 AM - 12:00 PM <b>OPEN TO ALL</b>		<b>Job Readiness Series: Day 2 - Mock Interviewing</b> Learn how to Interview with Pizzazz - Rose. H 10:30 AM - 12:00 PM  <b>MS Word: 3/4</b> Professional Document Creation & Formatting 10:30 AM - 12:00 PM <b>OPEN TO ALL</b>		<b>Job Readiness Series: Day 3 - Creating Your Indeed Profile - Rose H.</b> 10:30 AM to 12:00 PM  <b>Microsoft Word: 4/4</b> Proficiency Assessment in Microsoft Word 10:30 AM - 12:00 PM <b>OPEN TO ALL</b>		Open Computer Lab 9:00 AM - 2:00 PM <b>ALL DAY</b>  FOR REGISTERED MEMBERS - PRINTING & COPYING IS LIMITED	
CSI & LabCorp Phlebotomy   Tuesday & Thursday   2:00 PM - 5:00 PM Open Computer Lab   Monday - Thursday   1:00 PM - 2:30 PM									
Basic Computer Skills (Windows 101) Computer Lab 2:30 PM - 4:00 PM		Cyber Security - STAY SAFE ONLINE Computer Lab 2:30 PM - 4:00 PM		Artificial Intelligence & ChatGPT Fundamentals Computer Lab 2:30 PM - 4:00 PM		Eliminating Junk E-Mail Computer Lab 2:30 PM - 4:00 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](mailto:workforce@greenwichhouse.org)

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	
<b>13</b>	Open Computer Lab 9:00 AM - 10:30 AM	<b>14</b>	Open Computer Lab 9:00 AM - 10:30 AM	<b>15</b>	Open Computer Lab 9:00 AM - 10:30 AM	<b>16</b>	Open Computer Lab 9:00 AM - 10:30 AM	<b>17</b>	
<b>Microsoft Outlook 1/4</b> Introduction to Microsoft Outlook Basics Computer Lab 10:30 AM - 12:00 PM <b>OPEN TO ALL</b>		<b>Microsoft Outlook 2/4</b> Email Management and Collaboration Computer Lab 10:30 AM - 12:00 PM <b>OPEN TO ALL</b>		<b>Microsoft Outlook 3/4</b> Outlook Automation and Efficiency Computer Lab 10:30 AM - 12:00 PM <b>OPEN TO ALL</b>		<b>Microsoft Outlook 4/4</b> Proficiency Assessment in Microsoft Outlook Computer Lab 10:30 AM - 12:00 PM <b>OPEN TO ALL</b>		<b>LSOC ORIENTATION &amp; REGISTRATION</b> 10:30 AM - 12:00 PM  Open Computer Lab 9:00 AM - 2:00 PM <b>ALL DAY</b> FOR REGISTERED MEMBERS - PRINTING & COPYING IS LIMITED  CPR Certification Training w/Andrew Ross \$FEE BASED TRAINING (Computer Lab) 2:30 PM - 4:30 PM	
CSI & LabCorp Phlebotomy   Tuesday & Thursday   2:00 PM - 5:00 PM									
Open Computer Lab   Monday - Thursday   1:00 PM - 2:30 PM									
<b>Basic Computer Skills (Windows 101)</b> Computer Lab 2:30 PM - 4:00 PM		<b>LinkedIn 101: Networking for Success</b> (Using Canva) Computer Lab 2:30 PM - 4:00 PM		<b>Video Conferencing Basic for Job Seekers</b> (Zoom Basics and Tips for Interviewing) Computer Lab 2:30 PM - 4:00 PM		<b>Creating Posters &amp; Flyers (Using Canva)</b> Computer Lab 2:30 PM - 4:00 PM			
<b>20</b>		<b>21</b>	Open Computer Lab 9:00 AM - 10:30 AM	<b>22</b>	Open Computer Lab 9:00 AM - 10:30 AM	<b>23</b>	Open Computer Lab 9:00 AM - 10:30 AM	<b>24</b>	Open Computer Lab 9:00 AM - 10:30 AM
<b>LSOC IS CLOSED</b>  <b>MLK DAY</b>  		<b>Job Readiness Series: Day 1 - Job Search &amp; Resume</b> Navigating Employment in a Tech Focus Society - Rose. H 10:30 AM - 12:00 PM  <b>MS Excel: Day 1/4</b> Introduction to Microsoft Excel Basics Computer Lab 10:30 AM - 12:00 PM <b>OPEN TO ALL</b>		<b>Job Readiness Series: Day 2 - Mock Interviewing</b> Learn how to Interview with Pizzazz - Rose. H 10:30 AM - 12:00 PM  <b>MS Excel: Day 3/4</b> Data Visualization & Collaboration Computer Lab 10:30 AM - 12:00 PM <b>OPEN TO ALL</b>		<b>Job Readiness Series: Day 3 - Creating Your Indeed Profile - Rose H.</b> 10:30 AM to 12:00 PM  <b>MS Excel: Day 4/4</b> Proficiency Assessment in Microsoft Excel Computer Lab 10:30 AM - 12:00 PM <b>OPEN TO ALL</b>		<b>Healthy Bites: Cooking for Vibrancy &amp; Wellness (Multipurpose Room)</b> 11:00 AM - 12:30 PM  Open Computer Lab 9:00 AM - 2:00 PM <b>ALL DAY</b>  FOR REGISTERED MEMBERS - PRINTING & COPYING IS LIMITED	
CSI & LabCorp Phlebotomy   Tuesday & Thursday   2:00 PM - 5:00 PM									
Open Computer Lab   Monday - Thursday   1:00 PM - 2:30 PM									
		<b>MS Excel: Day 2/4</b> Data Manipulation and Analysis Computer Lab 10:30 AM - 12:00 PM <b>OPEN TO ALL</b>		<b>Artificial Intelligence &amp; ChatGPT Fundamentals</b> Computer Lab 2:30 PM - 4:00 PM		<b>Cyber Security - STAY SAFE ONLINE</b> Computer Lab 2:30 PM - 4:00 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](mailto:workforce@greenwichhouse.org)



**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	
<b>27</b>	Open Computer Lab 9:00 AM - 10:30 AM	<b>28</b>	Open Computer Lab 9:00 AM - 10:30 AM	<b>29</b>	Open Computer Lab 9:00 AM - 10:30 AM	<b>30</b>	Open Computer Lab 9:00 AM - 10:30 AM	<b>31</b>	Open Computer Lab 9:00 AM - 10:30 AM
<b>Basic Computer Skills (Windows 101)</b> Computer Lab <b>10:30 AM - 12:00 PM</b>		<b>LinkedIn 101: Networking for Success</b> (Using Canva) Computer Lab <b>10:30 AM - 12:00 PM</b>		<b>Video Conferencing Basic for Job Seekers</b> (Zoom Basics and Tips for Interviewing) Computer Lab <b>10:30 PM - 12:00 PM</b>		<b>Creating Posters &amp; Flyers (Using Canva)</b> Computer Lab <b>10:30 AM - 12:00 PM</b>		Open Computer Lab <b>9:00 AM - 2:00 PM</b> <b>ALL DAY</b>  <b>FOR REGISTERED MEMBERS - PRINTING &amp; COPYING IS LIMITED</b>	
Open Computer Lab   Monday - Thursday   1:00 PM - 2:30 PM									
<b>Basic Computer Skills (Windows 101)</b> Computer Lab <b>2:30 PM - 4:00 PM</b>		<b>LinkedIn 101: Networking for Success</b> (Using Canva) Computer Lab <b>2:30 PM - 4:00 PM</b>		<b>ALL About Email (Gmail, Yahoo, Outlook)</b> Computer Lab <b>2:30 PM - 4:00 PM</b>		<b>Eliminating Junk E-Mail</b> Computer Lab <b>2:30 AM - 4:00 PM</b>		<b>Healthy Bites: Cooking for Vibrancy &amp; Wellness</b> (Multipurpose Room) <b>11:00 AM - 12:30 PM</b>	
									

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)