

**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>3</b> <b>LSOC ORIENTATION &amp; REGISTRATION</b> 9:30 AM - 10:30 AM (Multipurpose Room)</p> <p>MS Office Basics: 1/3 Introduction to Microsoft Word 9:30 AM - 11:00 AM (Computer Lab)</p> <p>Create Your Family Slideshow: Fun and Easy with Windows! 12:00 PM to 1:00 PM (Computer Lab)</p>	<p><b>4</b></p> <p>MS Office Basics: 2/3 Basics of Excel and PowerPoint 9:30 AM - 11:00 AM (Computer Lab)</p> <p>Hack-Proof: Understanding 21st Century Attacks and Protecting Yourself 12:00 PM to 1:00 PM (Computer Lab)</p>	<p><b>5</b> Job Readiness Series: Day 1 Job Search &amp; Resume 9:30 AM - 11:00 AM (Multipurpose Room)</p> <p>MS Office Basics: 3/3 Assessment and Practice 9:30 AM - 11:00 AM (Computer Lab)</p> <p>Telehealth Made Simple: Master MyChart with Ease 12:00 PM to 1:00 PM (Computer Lab)</p>	<p><b>6</b> Job Readiness Series: Day 2 Mock Interviewing 9:30 AM - 11:00 AM (Multipurpose Room)</p> <p>Feel Good at Home: Easy Remedies for Wellness 12:00 PM to 1:00 PM (Multipurpose Room)</p> <p>Transform Your Computer: Fun and Easy Customizations for Windows 12:00 PM to 1:00 PM (Computer Lab)</p>	<p><b>7</b> Job Readiness Series: Day 3 Creating Your Indeed Profile 9:30 AM to 11:00 AM (Multipurpose Room)</p> <p>Secure Living: Staying Safe from Scams, Spam, and Cyber Hackers 12:00 PM to 1:00 PM (Multipurpose Room)</p>
<p>Open Computer Lab   Monday - Thursday   1:00 PM - 2:30 PM</p>				<p>Open Computer Lab 9:30 AM - 2:00 PM <b>ALL DAY</b> FOR REGISTERED MEMBERS - PRINTING &amp; COPYING IS LIMITED</p>
<p>Snap, Share, Success: Sending Photos and Documents with Your Smartphone 2:45 PM to 3:45 PM (Computer Lab)</p>	<p>Virtual Voyages: Exploring the World with Google Earth 2:45 PM to 3:45 PM (Computer Lab)</p>	<p>What's Up with WhatsApp? Free Video Calls and Group Chats Made Easy! 2:45 PM to 3:45 PM (Computer Lab)</p>		
<p><b>10</b> <b>LSOC ORIENTATION &amp; REGISTRATION</b> 9:30 AM - 10:30 AM (Multipurpose Room)</p> <p>Email Basics and Digital Communication: 1/3 Creating a Gmail &amp; Compose Professional Emails 9:30 AM - 11:00 AM (Computer Lab)</p> <p>Create Your Family Slideshow: Fun and Easy with Windows! 12:00 PM to 1:00 PM (Computer Lab)</p>	<p><b>11</b></p> <p>Email Basics and Digital Communication: 2/3 Your Guide to Managing Email - Privacy &amp; Organization Made Simple 9:30 AM - 11:00 AM (Computer Lab)</p> <p>Hack-Proof: Understanding 21st Century Attacks and Protecting Yourself 12:00 PM to 1:00 PM (Computer Lab)</p>	<p><b>12</b> Job Readiness Series: Day 1 Job Search &amp; Resume 9:30 AM - 11:00 AM (Multipurpose Room)</p> <p>Email Basics and Digital Communication: 3/3 Assessment and Practice 9:30 AM - 11:00 AM (Computer Lab)</p> <p>Telehealth Made Simple: Master MyChart with Ease 12:00 PM to 1:00 PM (Computer Lab)</p>	<p><b>13</b> Job Readiness Series: Day 2 Mock Interviewing 9:30 AM - 11:00 AM (Multipurpose Room)</p> <p>Secure Living: Staying Safe from Scams, Spam, and Cyber Hackers 12:00 PM to 1:00 PM (Multipurpose Room)</p> <p>Transform Your Computer: Fun and Easy Customizations for Windows 12:00 PM to 1:00 PM (Computer Lab)</p>	<p><b>14</b> Job Readiness Series: Day 3 Creating Your Indeed Profile 9:30 AM to 11:00 AM (Multipurpose Room)</p> <p>Healthy Bites: Cooking for Vibrancy &amp; Wellness 10:30 AM - 12:00 PM (Multipurpose Room)</p>
<p>Open Computer Lab   Monday - Thursday   1:00 PM - 2:30 PM</p>				<p>Open Computer Lab 9:30 AM - 2:00 PM <b>ALL DAY</b> FOR REGISTERED MEMBERS - PRINTING &amp; COPYING IS LIMITED</p>
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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>17</b></p> <p><b>LSOC IS CLOSED</b></p> <p><b>PRESIDENT DAY</b></p> 	<p><b>18</b></p> <p>Learn the Basic with Virtual Meetings &amp; Team Tools: 1/3 Google Workspace Basics <b>9:30 AM - 11:00 AM</b> (Computer Lab)</p> <p>Create Your Family Slideshow: Fun and Easy with Windows! <b>12:00 PM to 1:00 PM</b> (Computer Lab)</p>	<p><b>19</b></p> <p>Learn the Basics Virtual Meetings &amp; Team Tools: 2/3 Virtual Meetings with Zoom, Teams, and/or Google Meets <b>9:30 AM - 11:00 AM</b> (Computer Lab)</p> <p>Hack-Proof: Understanding 21st Century Attacks and Protecting Yourself <b>12:00 PM to 1:00 PM</b> (Computer Lab)</p> <p>Feel Good at Home: Easy Remedies for Wellness <b>12:00 PM to 1:00 PM</b> (Multipurpose Room)</p>	<p><b>20</b></p> <p>Learn the Basics with Virtual Meetings &amp; Team Tools: 3/3 Assessment and Practice <b>9:30 AM - 11:00 AM</b> (Computer Lab)</p> <p>Transform Your Computer: Fun and Easy Customizations for Windows <b>12:00 PM to 1:00 PM</b> (Computer Lab)</p> <p>Secure Living: Staying Safe from Scams, Spam, &amp; Cyber Hackers <b>12:00 PM to 1:00 PM</b> (Multipurpose Room)</p>	<p><b>21</b></p> <p><b>LSOC FIELD TRIP TO ARTECHOUSE</b></p> <p>Open Computer Lab <b>9:30 AM - 2:00 PM</b> <b>ALL DAY</b> FOR REGISTERED MEMBERS - PRINTING &amp; COPYING IS LIMITED</p> <p>CPR Certification Training: FEE BASE CLASS <b>2:30 PM - 4:00 PM</b> (Multipurpose Room)</p>
Open Computer Lab   Monday - Thursday   <b>1:00 PM - 2:30 PM</b>				
<p><b>24</b></p>  <p><b>TECH MADE FUN: LSOC'S TECH SHOWCASE</b> <b>9:30 AM to 12:30 PM</b></p>	<p><b>25</b></p> <p>Basic Computer Skills Windows 101 <b>9:30 AM - 10:30 AM</b> (Computer Lab)</p> <p>Thriving Together: Essential and Empowering Resources for Older Adults <b>9:30 AM to 11:00 AM</b> (Multipurpose Room)</p> <p>Telehealth Made Simple: Master MyChart with Ease <b>12:00 PM to 1:00 PM</b> (Computer Lab)</p>	<p><b>26</b></p> <p>Artificial Intelligence &amp; ChatGPT Fundamentals <b>9:30 AM - 10:30 AM</b> (Computer Lab)</p> <p>Feel Good at Home: Easy Remedies for Everyday Wellness <b>12:00 PM to 1:00 PM</b> (Multipurpose Room)</p> <p>Create Your Family Slideshow: Fun and Easy with Windows! <b>12:00 PM to 1:00 PM</b> (Computer Lab)</p>	<p><b>27</b></p> <p>Basic Computer Skills Windows 101 <b>9:30 AM - 10:30 AM</b> (Computer Lab)</p> <p>Emergency Disaster Ready: Staying Safe and Prepared with Confidence <b>12:00 PM to 1:00 PM</b> (Multipurpose Room)</p> <p>Transform Your Computer: Fun and Easy Customizations for Windows <b>12:00 PM to 1:00 PM</b> (Computer Lab)</p>	<p><b>28</b></p> <p>Healthy Bites: Cooking for Vibrancy &amp; Wellness <b>10:30 AM - 12:00 PM</b> (Multipurpose Room)</p> <p>Open Computer Lab <b>9:30 AM - 2:00 PM</b> <b>ALL DAY</b> FOR REGISTERED MEMBERS - PRINTING &amp; COPYING IS LIMITED</p>
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