

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>31</p> <p>LSOC ORIENTATION & REGISTRATION 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>1</p> <p>MS Office Basics: 2/3 Basics of Excel and PowerPoint 9:30 AM - 11:00 AM (Computer Lab)</p> <p>Eliminating Your Unwanted Junk Email 12:00 PM to 1:00 PM (Computer Lab)</p>	<p>2</p> <p>Job Readiness Series: Day 1 Job Search & 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>Secure Living: Staying Safe from Scams, Spam, & Cyber Hackers 12:00 PM to 1:00 PM (Multipurpose Room)</p>	<p>3</p> <p>Job Readiness Series: Day 2 Mock Interviewing 9:30 AM - 11:00 AM (Multipurpose Room)</p> <p>Virtual Meetings Zoom and Teams Basics - with Tips for Interviewing 9:30 AM - 10:30 AM (Computer Lab)</p> <p>How to Clear up Space on your iPhone or Android 12:00 PM - 1:00 PM (Computer Lab)</p>	<p>4</p> <p>Job Readiness Series: Day 3 Indeed Hacks: Boost Your Profile & Get More Interviews! 9:30 AM to 11:00 AM (Multipurpose Room)</p> <p>Open Computer Lab 9:30 AM - 2:00 PM ALL DAY FOR REGISTERED MEMBERS - PRINTING & COPYING IS LIMITED</p>
Open Computer Lab Monday - Thursday 1:00 PM - 2:30 PM				
<p>Basic Computer Skills Windows 101 2:45 PM - 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>7</p> <p>Email Basics and Digital Communication: 1/3 Creating a Gmail & Compose Professional Emails 9:30 AM - 11:00 AM (Computer Lab)</p> <p>Artificial Intelligence & ChatGPT Fundamentals 12:00 PM - 1:00 PM (Computer Lab)</p>	<p>8</p> <p>Email Basics and Digital Communication: 2/3 Your Guide to Managing Email - Privacy & Organization Made Simple 9:30 AM - 11:00 AM (Computer Lab)</p> <p>Organize Your Computer 12:00 PM - 1:00 PM (Computer Lab)</p>	<p>9</p> <p>Email Basics and Digital Communication: 3/3 Assessment and Practice 9:30 AM - 11:00 AM (Computer Lab)</p> <p>Secure Living: Staying Safe from Scams, Spam, & Cyber Hackers 12:00 PM to 1:00 PM (Multipurpose Room)</p>	<p>10</p> <p>Master Google Docs 101: Empowering You, One Click at a Time! 9:30 AM - 10:30 AM (Computer Lab)</p> <p>Indeed Hacks: Boost Your Profile & Get More Interviews! 12:00 PM to 1:00 PM (Multipurpose Room)</p>	<p>11</p> <p>Open Computer Lab 9:30 AM - 2:00 PM ALL DAY FOR REGISTERED MEMBERS - PRINTING & COPYING IS LIMITED</p>
Open Computer Lab Monday - Thursday 1:00 PM - 2:30 PM				
<p>Basic Computer Skills Windows 101 2:45 PM - 3:45 PM (Computer Lab)</p>	<p>Indeed Hacks: Boost Your Profile & Get More Interviews! 2:45 PM to 3:45 PM (Multipurpose Room)</p>	<p>Cyber Security 101 - STAY SAFE ONLINE 2:45 PM - 3:45 PM (Computer Lab)</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

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
14 LSOC ORIENTATION & REGISTRATION 9:30AM - 10:30 AM (Multipurpose Room)	15 Learn the Basic with Virtual Meetings & Team Tools: 1/3 Google Workspace Basics 9:30 AM - 11:00AM (Computer Lab) Cyber Security 101 - STAY SAFE ONLINE 12:00 PM to 1:00 PM (Computer Lab)	16 Job Readiness Series: Day 1 Job Search & Resume 9:30 AM - 11:00 AM (Multipurpose Room) Learn the Basics Virtual Meetings & Team Tools: 2/3 Virtual Meetings with Zoom, Teams, and/or Google Meets 9:30 AM - 11:00 AM (Computer Lab) Hack-Proof: Understanding 21st Century Attacks and Protecting Yourself 12:00 PM to 1:00 PM (Computer Lab)	17 Job Readiness Series: Day 2 Mock Interviewing 9:30 AM - 11:00 AM (Multipurpose Room) Learn the Basics with Virtual Meetings & Team Tools: 3/3 Assessment and Practice 9:30 AM - 11:00 AM (Computer Lab) What's Up with WhatsApp? Free Video Calls and Group Chats Made Easy! 12:00 PM to 1:00 PM (Computer Lab)	18 Job Readiness Series: Day 3 Indeed Hacks: Boost Your Profile & Get More Interviews! 9:30 AM to 11:00 AM (Multipurpose Room) Open Computer Lab 9:30 AM - 2:00 PM ALL DAY FOR REGISTERED MEMBERS - PRINTING & COPYING IS LIMITED
Open Computer Lab Monday - Thursday 1:00 PM - 2:30 PM				
Virtual Voyages: Exploring the World with Google Earth 2:45 PM to 3:45 PM (Computer Lab)	Basic Computer Skills Windows 101 2:45 PM - 3:45 PM (Computer Lab)	Create Your Family Slideshow: Fun and Easy with Windows! 2:45 PM to 3:45 PM (Computer Lab)		
21 Basic Computer Skills Windows 101 9:30 AM - 10:30 AM (Computer Lab) Master Google Docs 101: Empowering You, One Click at a Time! 12:00 PM - 1:00 PM (Computer Lab)	22 Organize Your Computer 9:30 AM - 10:30 AM (Computer Lab) Eliminating Your Unwanted Junk Email 12:00 PM to 1:00 PM (Computer Lab)	23 Indeed Hacks: Boost Your Profile & Get More Interviews! 9:30 PM to 10:30 AM (Computer Lab) Secure Living: Staying Safe from Scams, Spam, & Cyber Hackers 12:00 PM to 1:00 PM (Multipurpose Room)	24 Indeed Hacks: Boost Your Profile & Get More Interviews! 9:30 PM to 10:30 AM (Computer Lab)	25 Open Computer Lab 9:30 AM - 2:00 PM ALL DAY FOR REGISTERED MEMBERS - PRINTING & COPYING IS LIMITED
Open Computer Lab Monday - Thursday 1:00 PM - 2:30 PM				
How to Use your iPhone and Android Phones - The Basics 2:45 PM to 3:45 PM (Computer Lab)	Virtual Voyages: Exploring the World with Google Earth 2:45 PM to 3:45 PM (Computer Lab)	Snap, Share, Success: Sending Photos and Documents with Your Smartphone 2:45 PM to 3:45 PM (Computer Lab)		
28 LSOC ORIENTATION & REGISTRATION 9:30AM - 10:30 AM (Multipurpose Room) MS Office Basics: 1/3 Introduction to Microsoft Word 9:30 AM - 11:00 AM (Computer Lab) Eliminating Your Unwanted Junk Email 12:00 PM to 1:00 PM (Computer Lab)	29 MS Office Basics: 2/3 Basics of Excel and PowerPoint 9:30 AM - 11:00 AM (Computer Lab) Emergency Disaster Ready: Staying Safe and Prepared with Confidence 12:00 PM to 1:00 PM (Multipurpose Room)	30 Job Readiness Series: Day 1 Job Search & Resume 9:30 AM - 11:00 AM (Multipurpose Room) MS Office Basics: 3/3 Assessment and Practice 9:30 AM - 11:00 AM (Computer Lab) Artificial Intelligence & ChatGPT Fundamentals 12:00 PM - 1:00 PM (Computer Lab)	1 Job Readiness Series: Day 2 Mock Interviewing 9:30 AM - 11:00 AM (Multipurpose Room) Basic Computer Skills Windows 101 9:30 AM - 10:30 AM (Computer Lab)	2 Job Readiness Series: Day 3 Creating Your Indeed Profile 9:30 AM to 11:00 AM (Multipurpose Room) Open Computer Lab 9:30 AM - 2:00 PM ALL DAY FOR REGISTERED MEMBERS - PRINTING & COPYING IS LIMITED
Open Computer Lab Monday - Thursday 1:00 PM - 2:30 PM				
Organize Your Computer 2:45PM - 3:45 AM (Computer Lab)	Master Google Docs 101: Empowering You, One Click at a Time! 2:45 PM - 3:45 PM (Computer Lab)			