



## 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
<b>29</b>  Computer Usage for Beginners 9:30 AM to 10:30 AM (Computer Lab)  Your Computer, Your Way! Customizing Windows 11 for You 11:00 AM to 12:00 PM (Computer Lab) Beginner-Friendly  Job Readiness Series: Day 1 10:45 AM - 11:45 AM (Multipurpose Room)	<b>30</b> <b>LSOC ORIENTATION</b> 9:30AM - 10:30AM  Computer Usage for Beginners 9:30 AM to 10:30 AM (Computer Lab)  Click Less, Do More: Mastering Windows 11 Keyboard Shortcuts 11:00 AM to 12:00 PM (Computer Lab) Beginner-Friendly  Job Readiness Series: Day 2 10:45 AM - 11:45 AM (Multipurpose Room)	<b>31</b>  Computer Usage for Beginners 9:30 AM to 10:30 AM (Computer Lab)  Hacker Proof (Inside a Live Cyberattack!) 11:00 AM to 12:00 PM (Computer Lab)  Computer Usage for Beginners 12:00 PM to 1:00 PM (Computer Lab)  Job Readiness Series: Day 3 10:45 AM - 11:45 AM (Multipurpose Room)	<b>1</b> <b>LSOC IS CLOSED</b>  <b>LSOC IS CLOSED</b>	<b>2</b> <b>LSOC ORIENTATION</b> 9:30AM - 10:30AM  Open Computer Lab with Assistance 9:30 AM - 2:00 PM <b>FOR REGISTERED MEMBERS - PRINTING &amp; COPYING IS LIMITED</b>
Open Computer Lab   Monday - Thursday   <b>1:00 PM - 2:00 PM</b>				
Computer Usage for Beginners 2:00 PM to 3:00 PM (Computer Lab)	Computer Usage for Beginners 2:00 PM to 3:00 PM (Computer Lab)			
<b>5</b>  Soft Skills Series: Part 1 9:15 AM - 10:15 AM (Multipurpose Room)  Open Computer Lab with Assistance 9:30 AM - 2:00 PM <b>FOR REGISTERED MEMBERS - PRINTING &amp; COPYING IS LIMITED</b>	<b>6</b> <b>LSOC ORIENTATION</b> 9:30AM - 10:30AM  Soft Skills Series: Part 2 9:15 AM - 10:15 AM (Multipurpose Room)  Open Computer Lab with Assistance 9:30 AM - 2:00 PM <b>FOR REGISTERED MEMBERS - PRINTING &amp; COPYING IS LIMITED</b>	<b>7</b>  Open Computer Lab with Assistance 9:30 AM - 2:00 PM <b>FOR REGISTERED MEMBERS - PRINTING &amp; COPYING IS LIMITED</b>	<b>8</b>  Open Computer Lab with Assistance 9:30 AM - 2:00 PM <b>FOR REGISTERED MEMBERS - PRINTING &amp; COPYING IS LIMITED</b>	<b>9</b> <b>LSOC ORIENTATION</b> 9:30AM - 10:30AM  Intro to Public Speaking: Improv 11:30 AM - 12:30 PM (Multipurpose Room)  Open Computer Lab with Assistance 9:30 AM - 2:00 PM <b>FOR REGISTERED MEMBERS - PRINTING &amp; COPYING IS LIMITED</b>
Open Computer Lab   Monday - Friday   <b>9:30PM - 2:00 PM - THIS WEEK ONLY</b>				
<b>12</b>  Microsoft Suite - Beginners Level: Day 1 9:15 AM - 10:15 AM (Computer Lab)  Microsoft Suite - Intermed. Level: Day 1 10:30 AM - 11:30 AM (Computer Lab)  Microsoft Suite - Advanced Level: Day 1 11:45 AM - 12:45 PM (Computer Lab)  Job Readiness Series: Day 1 9:15 AM - 10:15 AM (Multipurpose Room)	<b>13</b> <b>LSOC ORIENTATION</b> 9:30AM - 10:30AM  Microsoft Suite - Beginners Level: Day 2 9:15 AM - 10:15 AM (Computer Lab)  Microsoft Suite - Intermed. Level: Day 2 10:30 AM - 11:30 AM (Computer Lab)  Microsoft Suite - Advanced Level: Day 2 11:45 AM - 12:45 PM (Computer Lab)  Job Readiness Series: Day 2 9:15 AM - 10:15 AM (Multipurpose Room)	<b>14</b>  Microsoft Suite - Beginners Level: Day 3 9:15 AM - 10:15 AM (Computer Lab)  Microsoft Suite - Intermed. Level: Day 3 10:30 AM - 11:30 AM (Computer Lab)  Microsoft Suite - Advanced Level: Day 3 11:45 AM - 12:45 PM (Computer Lab)  Job Readiness Series: Day 3 9:15 AM - 10:15 AM (Multipurpose Room)	<b>15</b>  Computer Usage for Beginners 9:15 AM to 10:15 AM (Computer Lab)  Hacker Proof (Inside a Live Cyberattack!) 10:30 AM to 11:30 AM (Computer Lab)	<b>16</b> <b>LSOC ORIENTATION</b> 9:30AM - 10:30AM  Computer Usage for Beginners 9:15 AM to 10:15 AM (Computer Lab)  Open Computer Lab with Assistance 9:30 AM - 2:00 PM <b>FOR REGISTERED MEMBERS - PRINTING &amp; COPYING IS LIMITED</b>
Open Computer Lab   Monday - Thursday   <b>1:00 PM - 2:00 PM</b>				
Computer Usage for Beginners 2:00 PM to 3:00 PM (Computer Lab)	Thriving Together: Essential and Empowering Resources for Older Adults 2:00 PM to 3:00 PM (Multipurpose Room)	Computer Usage for Beginners 2:00 PM to 3:00 PM (Computer Lab)		



## 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
<b>19</b> LSOC IS CLOSED	<b>20</b> LSOC ORIENTATION 9:30AM - 10:30 AM	<b>21</b>	<b>22</b>	<b>23</b> LSOC ORIENTATION 9:30AM - 10:30 AM
	Google Workspace, Beginners Level: Day 1 9:15 AM - 10:15 AM (Computer Lab)	Google Workspace, Beginners Level: Day 2 9:15 AM - 10:15 AM (Computer Lab)	Google Workspace, Beginners Level: Day 3 9:15 AM - 10:15 AM (Computer Lab)	Computer Usage for Beginners 9:15 AM to 10:15 AM (Computer Lab)
	Google Workspace, Intermed Level: Day 1 10:30 AM - 11:30 AM (Computer Lab)	Google Workspace, Intermed Level: Day 2 10:30 AM - 11:30 AM (Computer Lab)	Google Workspace, Intermed Level: Day 3 10:30 AM - 11:30 AM (Computer Lab)	Intro to Public Speaking: Improv 11:30 AM - 12:30 PM (Multipurpose Room)
	Google Workspace, Adv. Level: Day 1 11:45 AM - 12:45 PM (Computer Lab)	Google Workspace, Adv. Level: Day 2 11:45 AM - 12:45 PM (Computer Lab)	Google Workspace, Adv Level: Day 3 11:45 AM - 12:45 PM (Computer Lab)	Open Computer Lab with Assistance 11:00 AM - 2:00 PM <b>FOR REGISTERED MEMBERS - PRINTING &amp; COPYING IS LIMITED</b>
<b>LSOC IS CLOSED</b>	Open Computer Lab   Monday - Thursday   <b>1:00 PM - 2:00 PM</b>			
<b>26</b>	<b>27</b> LSOC ORIENTATION 9:30AM - 10:30AM	<b>28</b>	<b>29</b>	<b>30</b> LSOC ORIENTATION 9:30AM - 10:30AM
Digital Communication, Beginners Level: Day 1 9:15 AM - 10:15 AM (Computer Lab)	Digital Communication, Beginners Level: Day 2 9:15 AM - 10:15 AM (Computer Lab)	Digital Communication, Beginners Level: Day 3 9:15 AM - 10:15 AM (Computer Lab)	Computer Usage for Beginners 9:15 AM to 10:15 AM (Computer Lab)	Computer Usage for Beginners 9:15 AM to 10:15 AM (Computer Lab)
Digital Communication, Intermed Level: Day 1 10:03 AM - 11:30 AM (Computer Lab)	Digital Communication, Intermed. Level: Day 2 10:30 AM - 11:30 AM (Computer Lab)	Digital Communication, Intermed. Level: Day 3 10:30 AM - 11:30 AM (Computer Lab)	Hacker Proof (Inside a Live Cyberattack!) 10:30 AM to 11:30 AM (Computer Lab)	Open Computer Lab with Assistance 11:00 AM - 2:00 PM <b>FOR REGISTERED MEMBERS - PRINTING &amp; COPYING IS LIMITED</b>
Digital Communication, Adv. Level: Day 1 11:45 AM - 12:45 PM (Computer Lab)	Digital Communication, Advanced Level: Day 3 11:45 AM - 12:45 PM (Computer Lab)	Digital Communication, Adv. Level: Day 2 11:45 AM - 12:45 PM (Computer Lab)	Job Readiness Series: Day 1 9:15 AM - 10:15 AM (Multipurpose Room)	Job Readiness Series: Day 2 9:15 AM - 10:15 AM (Multipurpose Room)
Job Readiness Series: Day 1 9:15 AM - 10:15 AM (Multipurpose Room)	Job Readiness Series: Day 2 9:15 AM - 10:15 AM (Multipurpose Room)	Job Readiness Series: Day 3 9:15 AM - 10:15 AM (Multipurpose Room)	Open Computer Lab   Monday - Thursday   <b>1:00 PM - 2:00 PM</b>	
Computer Usage for Beginners 2:00 PM to 3:00 PM (Computer Lab)	Thriving Together: Essential and Empowering Resources for Older Adults 2:00 PM to 3:00 PM (Multipurpose Room)	Computer Usage for Beginners 2:00 PM to 3:00 PM (Computer Lab)		



**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)**