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** Video Conferencing for Beginners: Learn how to use Zoom, Teams, Google Meet **9:30 AM to 10:30 AM** (Computer Lab) Hacker Proof (Inside a Live Cyberattack!) **10:30 AM to 11:30 AM** (Computer Lab)	**2** Computer Usage for Beginners **9:30 AM to 10:30 AM** (Computer Lab) All About Email (Gmail, Yahoo, Outlook) **10:45 AM to 11:45 AM** (Computer Lab) Entrepreneurship: CH3 - Day 6 **12:00pm - 1:00pm** (Multipurpose Room)	**3** LSOC ORIENTATION **9:30 AM - 10:30 AM** Computer Usage for Beginners **9:30 AM to 10:30 AM** (Computer Lab) Intro to Public Speaking: Improv **11:30 AM - 12:30 PM** (Multipurpose Room) Open Computer Lab with Assistance **10:30 AM – 2:00 PM** **FOR REGISTERED MEMBERS - PRINTING & COPYING IS LIMITED**
		Open Computer Lab | Monday - Thursday | **1:00 PM – 2:00 PM**	Computer Usage for Beginners **2:15 PM to 3:15 PM** (Computer Lab)	
6 Microsoft Suite - Beginners Level: Day 1 **9:30 AM - 10:30 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)	**7** Microsoft Suite - Beginners Level: Day 2 **9:30 AM - 10:30 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)	**8** Microsoft Suite - Beginners Level: Day 3 **9:30 AM - 10:30 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)	**9** Computer Usage for Beginners **9:30 AM to 10:30 AM** (Computer Lab) Artificial Intelligence & ChatGPT Fundamentals **10:30 AM - 11:30 AM** (Computer Lab) Entrepreneurship: CH3 - Day 7 **12:00pm - 1:00pm** (Multipurpose Room)	**10** Intro to Public Speaking: Improv **11:30 AM - 12:30 PM** (Multipurpose Room) Open Computer Lab with Assistance **10:30 AM – 2:00 PM** **FOR REGISTERED MEMBERS - PRINTING & COPYING IS LIMITED**
	Open Computer Lab | Monday - Thursday | **1:00 PM – 2:00 PM**			
	Computer Usage for Beginners **2:15 PM to 3:15 PM** (Computer Lab)	Thriving Together: Essential and Empowering Resources for Older Adults **2:00 PM to 3:00 PM** (Multipurpose Room)		
13 Google Workspace, Beginners Level: Day 1 **9:30 AM - 10:30 AM** (Computer Lab) Google Workspace, Intermed Level: Day 1 **10:30 AM - 11:30 AM** (Computer Lab) Google Workspace, Adv. Level: Day 1 **11:45 AM - 12:45** (Computer Lab) Soft Skills Series: Part 1 **9:15 AM - 10:30 AM** (Multipurpose Room)	**14** Google Workspace, Beginners Level: Day 2 **9:30 AM - 10:30 AM** (Computer Lab) Google Workspace, Intermed Level: Day 2 **10:30 AM - 11:30 AM** (Computer Lab) Google Workspace, Adv. Level: Day 2 **11:45 AM - 12:45 PM** (Computer Lab) Soft Skills Series: Part 2 **9:15 AM - 10:30 AM** (Multipurpose Room)	**15** Google Workspace, Beginners Level: Day 3 **9:30 AM - 10:30 AM** (Computer Lab) Google Workspace, Intermed Level: Day 3 **10:30 AM - 11:30 AM** (Computer Lab) Google Workspace, Adv Level: Day 3 **11:45 AM - 12:45 PM** (Computer Lab)	**16** LSOC OPEN HOUSE **10:00 AM - 2:00 PM** Computer Usage for Beginners **9:30 AM to 10:30 AM** (Computer Lab) Hacker Proof (Inside a Live Cyberattack!) **10:30 AM to 11:30 AM** (Computer Lab) Entrepreneurship: CH3 - Day 8 **12:00pm - 1:00pm** (Multipurpose Room)	**17** Intro to Public Speaking: Improv **11:30 AM - 12:30 PM** (Multipurpose Room) Open Computer Lab with Assistance **10:30 AM – 2:00 PM** **FOR REGISTERED MEMBERS - PRINTING & COPYING IS LIMITED**
	Open Computer Lab | Monday - Thursday | **1:00 PM – 2:00 PM**			
Thriving Together: Essential and Empowering Resources for Older Adults **2:00 PM to 3:00 PM** (Multipurpose Room)	Computer Usage for Beginners **2:15 PM to 3:15 PM** (Computer Lab)		Artificial Intelligence & ChatGPT Fundamentals **2:15 PM - 3:15 PM** (Computer Lab)	

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MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
20	**21**	**22**	**23** LSOC OPEN HOUSE 10:00 AM - 2:00 PM	**24**
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 **9:30 AM to 10:30AM** (Computer Lab)	Intro to Public Speaking: Improv **11:30 AM - 12:30 PM** (Multipurpose Room)
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)	Artificial Intelligence & ChatGPT Fundamentals **10:30 AM - 11:30 AM** (Computer Lab)	
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)		Open Computer Lab with Assistance **10:30 AM – 2:00 PM** **FOR REGISTERED MEMBERS - PRINTING & COPYING IS LIMITED**
Job Readiness Series: Day 1 **9:30 AM - 10:30 AM** (Multipurpose Room)	Job Readiness Series: Day 2 **9:30 AM - 10:30 AM** (Multipurpose Room)	Job Readiness Series: Day 3 **9:30 AM - 10:30 AM** (Multipurpose Room)	Entrepreneurship: CH3 - Day 9 **12:00pm - 1:00pm** (Multipurpose Room)	
Open Computer Lab	Monday - Thursday	**1:00 PM – 2:00 PM** ||||
Thriving Together: Essential and Empowering Resources for Older Adults **2:00 PM to 3:00 PM** (Multipurpose Room)	Computer Usage for Beginners **2:15 PM to 3:15 PM** (Computer Lab)		Artificial Intelligence & ChatGPT Fundamentals **2:15 PM - 3:15 PM** (Computer Lab)	
27	**28**	**29**	**30** LSOC OPEN HOUSE 10:00 AM - 2:00 PM	**1**
Computer Usage for Beginners **9:30 AM to 10:30AM** (Computer Lab)	Artificial Intelligence & ChatGPT Fundamentals **9:30 AM - 10:30 AM** (Computer Lab)	Computer Usage for Beginners **9:30 AM to 10:30AM** (Computer Lab)	Artificial Intelligence & ChatGPT Fundamentals **9:30 AM - 10:30 AM** (Computer Lab)	Intro to Public Speaking: Improv **11:30 AM - 12:30 PM** (Multipurpose Room)
Video Conferencing for Beginners: Learn how to use Zoom, Teams, Google Meet **10:30 AM to 11:45 AM** (Computer Lab)	Computer Usage for Beginners **10:30 AM to 11:45 AM** (Computer Lab)	Video Conferencing for Beginners: Learn how to use Zoom, Teams, Google Meet **10:30 AM to 11:45 AM** (Computer Lab)	Computer Usage for Beginners **10:30 AM to 11:45 AM** (Computer Lab)	Open Computer Lab with Assistance **10:30 AM – 2:00 PM** **FOR REGISTERED MEMBERS - PRINTING & COPYING IS LIMITED**
Soft Skills Series: Part 1 **9:30 AM - 10:45 AM** (Multipurpose Room)	Soft Skills Series: Part 2 **9:30 AM - 10:45 AM** (Multipurpose Room)		Entrepreneurship: CH3 - Day 10 **12:00pm - 1:00pm** (Multipurpose Room)	
Open Computer Lab	Monday - Thursday	**1:00 PM – 2:00 PM** ||||
Thriving Together: Essential and Empowering Resources for Older Adults **2:00 PM to 3:00 PM** (Multipurpose Room)	Computer Usage for Beginners **2:15 PM to 3:15 PM** (Computer Lab)		Hacker Proof (Inside a Live Cyberattack!) **2:15 PM to 3:15 PM** (Computer Lab)	

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