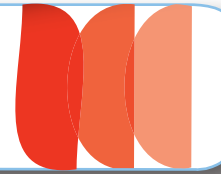


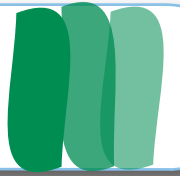
LDA NYC LEARNING CENTER

Inventory of Opportunities





Title	Description	Frequency
Open Lab <i>FREE</i>	Learning Center is open for any enrolled LDA client	Weekly <i>Tuesday-Friday</i> <i>10am-5pm</i>
Job Search <i>FREE</i>	Structured lab where clients can perform online job searches with staff assistance	Weekly <i>Tuesday-Friday</i>
Computer Skills <i>Fee Based (See Sliding Scale Document)</i>	Structured lab where clients collaborate and practice specific computer skills including hardware, software, internet basics and advanced skills	Weekly <i>Tuesday-Friday</i>
Writing Skills <i>Fee Based (See Sliding Scale Document)</i>	Structured lab where clients learn and practice business writing, email communications and journaling	Once a Week <i>Tuesdays</i>
GED Prep <i>Fee Based (See Sliding Scale Document)</i>	Structured lab where clients work on pre-GED test preparation activities with assistance by staff and volunteer tutors	Weekly <i>Tuesday-Friday</i>



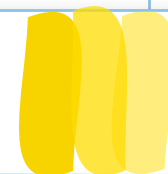
Title	Description	Frequency
Orientation to LDA Services <i>FREE</i>	Attended by all new clients, LDA will discuss the tools needed to lead a successful life. We will focus on life skills, setting goals, and decision making techniques	First Tuesday of the month <i>11 am-1 pm</i>
Career Planning <i>Fee Based (See Sliding Scale)</i>	Career planning workshops where clients develop an ICP (Individual Career Plan)	Quarterly
Resume & Cover Letter Writing <i>Fee Based (See Sliding Scale)</i>	Workshop where clients develop or enhance their resumes and practice cover letter writing	Bi-Monthly
Assistive Technology <i>Fee Based (See Sliding Scale)</i>	Clients learn and practice use of assistive technology software and hardware (e.g. Dragon, iPad)	Quarterly
Oral Presentation <i>Fee Based (See Sliding Scale)</i>	Workshop where clients learn and practice oral presentation skills in a group context	Monthly
Interviewing <i>Fee Based (See Sliding Scale)</i>	Workshop where clients learn and practice interviewing skills, focusing on making a good first impression	Monthly

Workshops continued...

Self-Marketing & Branding <i>Fee Based (See Sliding Scale)</i>	Workshop where clients discover the value and methods of branding and marketing oneself	Semi-annually
Lectures - Special Topics <i>Fee Based (See Sliding Scale)</i>	Workshops on special topics (such as behavioral health & LD, Merging Skills & Passion, etc.) featuring Guest Speakers	Semi-annually
Life/Soft Skills <i>Fee Based (See Sliding Scale)</i>	Life/organizational planning workshop where clients develop an ILP (Individualized Life Plan)	1st & 2nd Thursday of Every Month 10:30am-11:30am

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Groups



Title	Description	Frequency
Professional Career Support & Networking FREE	Peer support and discussion group forum for career issues and client networking	Bimonthly 6 pm-7:30 pm
Taste of Success FREE	Success discussion forum for LDA clients featuring guest speakers, including successful LDA clients	Semi-annually