

# First Step

**Free Human Services  
and Computer Skills  
Training for Women**

## Eligible Individuals Must:

Identify as a woman

Be 18 years or older

Live in NYC

Have U.S. work authorization

**Upcoming Class Dates: May 13th - June 21st**

6 weeks | Monday - Friday | 9:30 AM - 3:30 PM | in-person

## CURRICULUM

### CAREER/COMPUTER SKILLS

Resumes

Google Suite

Cover Letters

Microsoft Office

Interviewing

Salesforce

Career Exploration

Zoom

### SOCIAL SERVICE SKILLS

Emotional Intelligence

Empathy & Active Listening

Assertive Communication

Conflict Management

...and more!

## SUPPORT SERVICES

Daily MetroCards & Lunch

Weekly Case Management

1-on-1 Job Coaching

Financial Coaching

Resume Review & Mock Interview  
Events with Corporate Partners

Job Search Assistance

Graduate Support for Life!



**Scan or call 212-776-2074  
to begin our 3-step enrollment process!**

