

**NYC
MEANS
BUSINESS**



**No-cost
training for
your business
and employees**

The Training for Your Employees program provides no-cost, online training to help NYC-based business owners and employees.

Training is provided for essential technology tools and COVID-19 safety, including:

- Computer applications (e.g. computer basics; Zoom^{*†}; Microsoft Office 365 -Word, Excel, PowerPoint, Outlook, Access; Google Workspace^{**} - Gmail, Sheets, Docs, Drive, Hangouts; QuickBooks)
- Online marketing and creating a website
- Online sales and e-commerce
- Health and hygiene in a pandemic*
- COVID-19 safety for food and beverage businesses*
- COVID-19 safety for retail*

* These courses are also available in Spanish

† These courses are also available in Chinese (Mandarin).

HOW IT WORKS

Businesses must:

- have at least one employee, working a minimum of eight hours per week;
- be in operation for at least six months; and
- pay employee(s) during training.

Employees must:

- be 18 years or older;
- work a minimum of eight hours per week; and
- have worked at the business for at least one month.

Equipment needed:

An e-mail account and a computer, tablet, or mobile device with a camera, microphone, speaker, and internet access.



**ALL TRAININGS
ARE TAUGHT
ONLINE WITH A
LIVE INSTRUCTOR
ON SPECIFIC
DATES/TIMES.**



**TO LEARN MORE
AND APPLY**

Call

**888-SBS-4NYC
(888-727-4692)**

Visit

nyc.gov/trainingemployees

Email

biztraining@sbs.nyc.gov



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Services

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