



## **Umfundi weMida esempilweni 2025**

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## Intshayelelo

Olu xwebhu luphuhlise yi-NICRO ngokwesicelo sabaxhamli bethu. Yenziwa ifumaneka kuluntu ngokubanzi njengenxalenye yenkonzo yethu yokuthintela ulwaphulo-mthetho nobundlobongela . Abantu kunye nemibutho banokulusebenzisa olu xwebhu ngeenjongo ezingenzi nzuzo nezemfundo.

Lo mfundi uqulethe amanqaku engcaciso, imizekelo kunye nomxholo ofundisayo, kunye nesikhokelo neengcebiso.

Injongo yalo mfundi kukubonelela ngolwazi olufundisayo kwimida enempilo kubudlelwane, ukuze abantu abachaphazelekayo benze ukhetho olungakumbi malunga neemeko zabo zangoku nezexesha elizayo.

Lo mfundi usenokusetyenziswa ngokubambisana naba bafundi balandelayo kunye neencwadi zokusebenza, ezifumaneka kwiphepha leZibonelelo zeNICRO kwiwebhusayithi yethu.

- Incwadi zokuSebenza ngoxinzelelo loontanga kubaTsha
- Ukulawula Ubunzima Babantu Guide
- Incwadi yoMsebenzi yobuNgqondo ngokweemvakalelo
- Ukuphuhlisa iNcwadi yokuSebenza yokuZimela
- Incwadi Yokusebenzela yoBazali
- Ubudlelwane obuyityhefu Reader

## Yeyiphi imida esempilweni?

**Imida enempilo** ichazwa ngokucacileyo imida yeemvakalelo, yomzimba, nengokwengqondo ekhusela impilo-ntle yakho ngoxa uhlonela ukuzimela geqe kwabanye . Bakunceda ugcine imvakalelo elungeleleneyo yesiqu sakho kubudlelwane kwaye uqinisekise ukuhlonelana, ukhuseleko, kunye nokucaca.

## Iimpawu zeMida ephilileyo

- **Icacile kwaye iQinisekile** : Uvakalisa iimfuno zakho ngokuzolileyo nangokuzithemba.
- **Ukungaguquguquki** : Uzigcina rhoqo ukuze ubethelele ukubaluleka kwazo.
- **Ngentlonipho** : Bahlonipha iimfuno zakho *kunye* namalungelo abanye abantu.
- **Flexible** : Uyakwazi ukulungelelanisa imida apho kufanelekileyo ngaphandle kokubeka esichengeni amaxabiso akho angundoqo.

## Kutheni imida ephilileyo ibalulekile

Khusela impilo-ntle  
yengqondo  
nengokweemvakalelo

Thintela ingqumbo  
kanye nokudinwa

Ukukhuthaza  
ukuhloniphana  
kubudlelwane

Yenza unxibelelwano  
olusempilweni

Khuthaza ukukhula  
komntu kanye  
nokuzihlonipha

## Imizekelo yeMida eMbi kwimixholo eyahlukeneyo

Apha ngezantsi kukho uluhlu lwetheyibhile oludwelisa **imizekelo yemida engalunganga** kuzo zonke iisetingi ezine eziphambili zobudlelwane: **umsebenzi, usapho, abahlobo**, kunye **nobudlelwane bothando**.

### Imizekelo yeMida eMbi

#### Sebenza

- Ukuthi “ewe” kuso sonke isicelo, nokuba ugcwele kakhulu okanye ungekho emsebenzini
- Ukuvumela umphathi okanye umntu osebenza naye ukuba athethe nawe ngokungenambeko ngaphandle kokuchasa
- Ukuthatha uxanduva lwabanye ngenxa yokuba netyala okanye uloyiko longquzulwano
- Ukuphendula ii-imeyile zomsebenzi okanye iifowuni ngexesha lobuqu kuba uziva “kufuneka”
- Ukwamkela ubusela betyala okanye ityala ngaphandle kokuthetha

#### Usapho

- Ukuvumela izalamane zikwenzele izigqibo njengomntu omdala (umzekelo, indawo yokuhlala, ngubani oza kuthandana naye)
- Ukuziva ubophelelekile ukubakho kwisiganeko ngasinye sentsapho, kwanangexabiso lempilo-ntle yakho
- Ukungavunyelwa ukuba ngasese okanye indawo yobuqu kwikhaya lakho
- Ukwamkela ukugxekwa okanye ukuzibek' ityala phantsi kwegama elithi “lunjalo nje usapho”
- Ukuxhatshazwa ngokwezimali okanye ukulawulwa ngokweemvakalelo lilungu losapho

#### Bahlobo

- Ukunika inkxaso rhoqo kodwa ungayifumani njengembuyekezo

- Ukunyanzelwa ukwenza izinto okanye iimeko ongakhululekanga kuzo
- Ukunyamezela intle bendwane, ukungcatshwa, okanye izimvo ezingento yanto ngaphandle kokuthetha ngazo
- Ngalo lonke ixesha uhlehlengisa ishedyuli okanye izicwangciso zakho ukuze zihambelane nezabo
- Ukuziva usoyika ukuthi “hayi” okanye ukuvakalisa uluvo olwahlukileyo

### Ubudlelwane bothando

- Ukuncama iimfuno zakho okanye iinqobo ezisemgangathweni ukuphepha ingxabano okanye "ukugcina uxolo"
- Ukuvumela umona okanye ulawulo lulawule ukuba ubona okanye uthetha nabani
- Ukwamkela ukuxhatshazwa ngokweemvakalelo, ngamazwi, okanye ngokwasemzimbeni “njengesiqhelo” okanye kuyathetheleleka
- Ukuziva unetyala ngokufuna ixesha uwedwa okanye ixesha nabahlobo/nosapho
- Ukungakwazi ukubonakalisa ukunganeliseki okanye iimfuno ngaphandle koloyiko lokubuyela emva

## Kwenzeka Ntoni Ekusetyenzisweni Ukuba Asinayo Imida Esempilweni?

Ukuba akukho mida ifanelekileyo, umphumo unokuba mikhulu yaye uyingozi—ngokwengqondo, ngokweemvakalelo kwanasemzimbeni . Apha ngezantsi lucazululo olucwangcisiweyo lweziphumo:

Ngaphandle kwemida enemphilo:

- Ulahlekelwa kukulawula ixesha lakho, amandla kunye nendawo yeemvakalelo.
- Usemngciphekweni wokuxhatshazwa kunye neentshukumo eziyityhefu.
- Impilo yakho yengqondo kunye nokuzihlonipha kwakho kuyehla ngokuhamba kwexesha.

Ukumisela imida akuyondlwani' iyanetha—kubalulekile . Yindlela okhusela ngayo impilo yakho ngelixa ugcina ubudlelwane obunentlonipho kunye nokusebenza.

### 1. Ukudinwa ngokweemvakalelo kunye nokudinwa

- a. Ukuhlala unikezela kwiimfuno zabanye okanye ukutyeshela iimfuno zakho kukhokelela ekuphelelweni.
- b. **Umzekelo** : Ukusoloko ukuthi “ewe” emsebenzini okanye kubudlelwane kukushiya udiniwe, unenzondo, kwaye wongamile.

### 2. Ukulahleka kwesazisi

- a. Xa ubamkela kakhulu abanye, uqalisa ukulibala imilinganiselo yakho, izinto ozifunayo, kunye nemida.
- b. **Umzekelo** : Uyavumelana nabanye ukuba baphephe ingxabano, nokuba ichasene neenkolelo zakho.

### 3. Ukunyuka Kwengqumbo

- a. Ukwandisa kakhulu kwaye uthathwa njengento nje yakha inzondo ezolileyo, enokuthi iqhume kamva.
- b. **Umzekelo** : Unceda umhlobo wakho ngokuphindaphindiweyo ngaphandle kokubuyisela, emva koko ucaphuke ngenxa yokukhathazeka okusebhotileni.

### 4. Iipateni zobudlelwane obuyityhefu

- a. Ukunqongophala kwemida kutsala abantu abalawulayo, abakhohlisayo, okanye abaxhomekeke kuye.
- b. **Umzekelo** : Iqabane lingena kwimfihlo yakho okanye lifuna ukuhoywa rhoqo, kwaye uziva ungakwazi ukuthi "hayi."

### 5. Ixhala Noxinzelelo

- a. Ukukholisa abantu rhoqo kunye nokuphepha ungquzulwano kunokudala ukuxhalaba okungapheliyo kunye noxinzelelo lwangaphakathi.
- b. Kwakhona kunokubangela ukuba ulahlekelwe yindlela oyiyo njengoko utyekele ekuguquleni ubuntu bakho ukuze abanye bakufumanise ukholekile ngakumbi.
- c. **Umzekelo** : Uzikhathaza kakhulu ngokucaphukisa abanye okanye ukungathandwa.

## 6. Ukungazithembi kunye nokuZixabisa

- a. Ukungaphumeleli ukukhusela iimfuno zakho kufundisa i-subconscious yakho ukuba iimvakalelo zakho kunye nemida ayinamsebenzi .
- b. **Umzekelo** : Uziva ungabonakali, ungabalulekanga, okanye usetyenziswa kubudlelwane bobuqu okanye bomsebenzi.

## 7. Ukwenza izigqibo eziMbi

- a. Ngaphandle kwemida, unokuvumela abanye ukuba baphembelele okanye bajongele phantsi izigqibo zakho.
- b. **Umzekelo** : Uvumela usapho okanye oontanga ukuba bakunyanzele kukhetho olungahambelaniyo nemilinganiselo okanye iimfuno zakho.

## 8. Ukwenza ukungasebenzi kakuhle

- a. Ngaphandle kwemida, unokwenza ungaqondanga ukuba wenze abanye abantu baziphathe ngendlela engafanelekanga—njengokukhobokisa, ukonqena, okanye ukuphathwa gadalala.
- b. **Umzekelo** : Ukujongana neentsilelo eziphindaphindiweyo zomntu osebenza naye kuba uziva unetyala xa uthi hayi.

# Kutheni Abanye Abantu Bengafuni Ukuyihlonela Imida Yabanye?

Abantu basenokungavumi ukuhlonela imida yabanye ngenxa yezizathu ezininzi ezingokwengqondo, ezeemvakalelo nezokuziphatha . Kwiimeko ezininzi, oku kwala akukho malunga nokungazi kodwa kubonisa ukuba nelungelo, imiba yokulawula, okanye imikhwa engafanelekanga yobudlelwane.

Ukuyigatya ngokuqhubekayo imida yothile kuluphawu lokungabi nantlonelo—enoba uyazi okanye akunjalo . Oyena nobangela awukuthetheleli ukuziphatha , kodwa ukuwaqonda kunokukunceda ukuba uphendule kakuhle kwaye ukhusele impilo-ntle yakho.

## 1. Ulawulo okanye i-Power Dynamics

Abanye abantu abayihoyi imida yokugcina ukongamela okanye ulawulo kubudlelwane.

- **Umzekelo**: Iqabane liyanyanzelisa ukuba wazi apho ukhoyo ngamaxesha onke , nangona uxelelwe oko kukwenza ungakhululeki.
- **Umzekelo**: Umphathi uhlala ekunyanzela ukuba usebenze kade, nasemva kokuba uthe oko kuchaphazela impilo yakho.

## 2. Uluvo lwelungelo

Bakholelwa ukuba banelungelo lokufikelela kwixesha lakho, amandla, okanye izixhobo, kungakhathaliseki iimvakalelo zakho.

- **Umzekelo**: Ilungu losapho lifuna imali okanye uncedo lize libe nobutshaba okanye likubambe xa usala.
- **Umzekelo**: Umhlobo ufika engamenywanga, ecinga ukuba wamkelekile .

### 3. Ukunqongophala kokuqonda ngokweemvakalelo okanye ukukhula

Basenokungakwazi ukuzazi okanye ukukhula ngokweemvakalelo ukuqonda ukuba izenzo zabo zibachaphazela njani abanye.

- *Umzekelo:* Umntu uyaqhubeka esenza iziqhulo ezingafanelekanga nasemva kokuba eceliwe ukuba ayeke.
- *Umzekelo:* Umntu ugqwesa okanye ungene kwindawo yakhe, engazi ukuba ayifanelekanga.

### 4. Ukuziphatha okuFundiweyo okanye iMeko yoSapho

Bakhulele kwiindawo apho imida yayingekho okanye yayingaphulwa ngokuqhubekayo.

- *Umzekelo:* Umntu okhulele kwikhaya elilawulayo usenokuyibona indlela yokuziphatha ehlaselayo "njengeqhelekileyo" okanye "inkathalo."
- *Umzekelo:* Balinganisa amandla angasebenziyo afundwe kubazali okanye kubanonopheli.

### 5. Ukulawula okanye ukuKhanya ngeGesi

Abanye basebenzisa ukunyahashwa kwemida njengeqhinga lokuphelisa uzinzo, ukubhidanisa, okanye ukulawula abanye.

- *Umzekelo:* Iqabane liyazichitha izicelo zakho zesithuba ngokukubiza ngokuthi "uzicingela" okanye "uyabanda."
- *Umzekelo:* Umntu osebenza naye uhlala elahla umthwalo wakhe womsebenzi kuwe kwaye abeke ukwala kwakho "njengokungengomdlali weqela."

### 6. Ukungakhuseleki okanye Ukoyika Ukulahlwa

Basenokunamathela ebantwini okanye bakhuphe imida ekuxhalabeni, befuna ukuqinisekiswa rhoqo.

- *Umzekelo:* Umntu othandana naye uba nomsindo xa usenza izicwangciso ezizimeleyo, esoyika ukwaliwa.
- *Umzekelo:* Umhlobo uyacaphuka xa ubeka ixesha okanye ungaphenduli ngokukhawuleza kwimiyalezo.

### 7. I-Narcissism okanye Ukuzingca

Abazithatheli ngqalelo iimfuno zakho zibalulekile kwaye balindele ukuba umhlaba ujikeleze kubo.

- *Umzekelo:* Umntu uyakuphazamisa, uthetha ngawe, okanye akayihoyi imida yakho echazwe ngokucacileyo.
- *Umzekelo:* Baphendula ngokuzithethelela okanye ngomsindo xa uzibanga.

### 8. Ukuvavanya iMida Yakho

Abanye batyhala imida ukuze babone ukuba yintoni abanokuyiphepha . Ukuba akukho miphumo, iyaqhubeka okanye inyuke.

- *Umzekelo:* Umntu uhlala ecela uncedo nangona esithi hayi ngokuphindaphindiweyo, ngethemba lokuba ekugqibeleni uya kuvuma.
- *Umzekelo:* Iqabane liyongeza ngokuthe ngcembe indlela yokuziphatha, lingahoyi inkcaso kwangethuba.

## Ukujongana neemeko “zoSapho kuqala”

**Ukuhlangabezana “Nentsapho Kuqala” limeko** kunokuba lucelomngeni ngakumbi xa uzama ukubeka imida efanelekileyo, ufuna inkululeko, okanye ukhusela impilo-ntle yakho—ingakumbi kwiindawo apho ukunyaniseka kwentsapho kulindeleke ukuba kube ngaphezu kweemfuno zobuqu.

### Yintoni "Usapho Kuqala" oluhlala luthetha kuMajiko anetyhefu

Kwiinkqubo zosapho ezinetyhefu okanye ezingakhulanga ngokwasemoyeni, *"usapho kuqala"* luhlala luyikhowudi:

- “Sukusibuza.”
- Thula malunga nokungasebenzi kakuhle.
- "Iimfuno zakho azinamsebenzi."
- "Usityala ukufikelela kwixesha lakho, imali, okanye ukusebenza ngokweemvakalelo."

## IIMEKO EZIQHELEKILEYO KUNYE NEEMPENDULO EZIPHILILEYO

### Unetyala -Ukhutshiwe ngokubeka phambili ubomi bakho

**Oko bakutshoyo:** “Emva kwayo yonke into esikwenzele yona, awukwazi nokuza kwesi siganeko sentsapho?”

**Impendulo:**

“Ndiyayibulela into ondenzele yona , kodwa kufuneka ndenze ukhetho oluxhasa impilo-ntle yam .

### Kulindeleke ukuba Unyamezele Ukungahloniphi kuba 'Lusapho'

**Oko bakutshoyo:** “Awunakuze umnqumle umntakwenu—yintsapho yakhe.”

**Impendulo:**

“Ukuba yintsapho akuniki ubani afumane imvume yokundiphatha kakubi .

### Ucinezelekile kwiDini lezeMali okanye ngokweemvakalelo

**Oko bakutshoyo:** “Intsapho iyancedana—ngaba uthi akuyi kubaxhasa abazali bakho?”

**Impendulo:**

“Ndikholelwa ekuxhaseni intsapho, kodwa kungekhona ngokulahlekelwa yimpilo yam yengqondo, yeemvakalelo okanye yemali .

### Ukuzimela Kwakho Kujongelwe phantsi

**Oko bakutshoyo:** “Siyayazi eyona nto ikulungeleyo—umele uphulaphule intsapho yakho.”

**Impendulo:**

“Ndiyalixabisa igalelo lakho, kodwa kufuneka ndiphile ubomi bam kwaye ndifunde kwizigqibo zam.”

### Uxelelwa ukuba Uzicingele ngokuSeka imida

**Oko bakutshoyo:** “Ukususela oko wawuqalile unyango, uye wazingca yaye ubanda.”

### **Impendulo:**

" Ndisebenzela ukuba sempilweni, hayi ukuzingca . Imida ikhusela uxolo lwam - ayilohlaselo kuwe."

### **IMIGAQO EPHAMBILI XA UJONGENE NOXINZELELO "LWEN'TSAPHO KUQALA".**

1. Imida ayikokungcatsha
2. Ukumisela imida akuthethi ukuba ulunikele umva usapho lwakho . Kuthetha ukuba uyala ukuzincama ukuze ugcine amandla angasebenziyo.
3. Imbopheleleko Ayifani Nothando
4. Uthando olunikelwa kwindawo yetyala, ukunyanzelwa, okanye uloyiko asilothando - lulawulo .
5. Unako Ukuthanda Abantu Abakude
6. Ukuba amalungu entsapho ahlala ekwenzakalisa, umgama asikokungahloneli; kukusinda .
7. Ukuba neNxulumano akuLingani iLungelo okanye iMbophelelo
8. Ulwalamano lwegazi aluniki nabani na ilungelo lokukuphatha kakubi, ukukulawula okanye ukukusebenzisa.

### **UYINYANZELISWA NJANI IMIDA XA UDIBENE NO "SAPHO KUQALA" PUSHBACK**

- **Hlala uzolile kodwa uqine** . Musa ukuzithethelela okanye uchaze kakhulu . U- "hayi" wakho wanele.
- **Phinda umda wakho ukuba kuyimfuneko** . "Njengoko benditshilo, andizukuya."
- **Liphephe isithiyelo** . Musa ukutsaleleka kwiingxoxo ezenzelwe ukuphazamisa ingongoma yakho.
- **Misela iziphumo** . Ukuba oku kuyaqhubeka, ndiza kuyishiya incoko.
- **Landela** . Imida ngaphandle kwemiphumo iziphakamiso nje.

## Kutheni Ukuseta imida esempilweni akuzicingeli okanye kungalunganga

Ukumisela imida yinxalenye ebalulekileyo yokugcina imbeko, isidima, nempilo-ntle kulo naluphi na ulwalamano . Kubalulekile ukuqonda ukuba imida ayikho malunga nokulawula okanye ukunciphisa abanye, kodwa malunga nokuzikhusela kunye nokukhuthaza ukusebenzisana okunempilo.

Ukumisela imida yindlela eyimfuneko, engenamkhethe nentlonelo yokugcina ulungelelwano kulwalamano . Sisenzo sokuzinyamekela, kungekhona ukuzingca, kwaye kubalulekile ekukhuthazeni unxibelelwano oluphilileyo, oluzinzileyo olusekelwe ekuqondeni kunye nentlonipho.

### 1. IMIDA IKHUTHAZA UKUHLONIPHA OKUNYE

- Imida icacisa ukuba yeyiphi indlela yokuziphatha eyamkelekileyo, ikhuthaza intlonipho kumacala omabini.
- Benza isakhelo apho bobabini abantu baziva bekhuselekile kwaye bexatyisiwe, kunokuba baxakeke okanye bangahoywa.
- Imida ixhasa iNtlalontle yoMntu
- Wonke umntu unemida koko anokukunyamezela ngokweemvakalelo, ngokwasemzimbeni, nangengqondo.
- Ukumisela imida kuqinisekisa ukuba iimfuno zakho ziyafezekiswa kwaye kuthintela ukudinwa, ukucaphuka, okanye ukwenzakala.

### 2. IMIDA YOPHUMLA UBUDLELWANE EMNGWENI

- Imida ecacileyo inciphisa ukungaqondani kunye neengxabano ngokubeka izinto ezilindelekileyo.
- Bavumela ubudlelwane ukuba buqhubele phambili ekuthembekeni nakunxibelelwano olunyanisekileyo.

### 3. IMIDA YIFOMU YOKUZIHLOMELA, AYIKUZITHANDI

- Ukukhathalela iimfuno zakho kubalulekile; ukuzityeshela kunokukhokelela kumandla angasebenziyo.
- Ukubeka impilo-ntle yakho kwindawo yokuqala akuthethi ukungabakhathaleli abanye—kuthetha ukuzixabisa ngokulinganayo.

### 4. IMIDA AYIYIMNIKELELO INKULULEKO YABANYE

- Unoxanduva lwemida yakho, hayi indlela abanye abakhetha ukuphendula ngayo.
- Imida enempilo imema abanye ukuba bahloniphe indawo yakho kunye nokukhetha ngaphandle kokubanyanzela ukuba batshintshe ngokuchasene nentando yabo.

## Iintlobo zeMida enempilo eneMizekeliso

| Uhlobo lwemida                     | Ingcaciso                                                                      | Iingxelo zemizekelo                                                    |
|------------------------------------|--------------------------------------------------------------------------------|------------------------------------------------------------------------|
| <b>Imida ngokweemvakalelo</b>      | Khusela iimvakalelo zakho kunye nendawo yeemvakalelo.                          | Andikhululekanga ukuthetha ngalo mbandela ngoku."                      |
| <b>Imida ngokwasemzimbeni</b>      | Chaza indawo yobuqu kunye nezinto ozikhethayo zokuchukumisa.                   | "Ndicela ungandichukumisi ungandibuzanga."                             |
| <b>Imida Yexesha</b>               | Londoloza ixesha namandla akho.                                                | Andikwazi ukuhlala emva kwexesha, ndenze izicwangciso emva komsebenzi. |
| <b>Imida yengqondo</b>             | Lihlonele ilungelo lakho lokucinga, iinkolelo kunye nemilinganiselo yakho.     | Ndiyaluqonda uluvo lwakho, kodwa izinto ndizibona ngokwahlukileyo.     |
| <b>Imida yezinto eziphathekayo</b> | Zibekela imida kwindlela izinto onazo ezisetyenziswa okanye ekwabelwana ngazo. | "Andiyiboleki imoto yam, uxolo."                                       |
| <b>Imida yeDijithali</b>           | Lawula ubukho bakho kwi-intanethi kunye nokufikelela kubomi bakho bedijithali. | "Nceda ungangeni efowunini yam."                                       |

## Imizekelo yeMida ephilileyo kwimixholo eyahlukeneyo

### 1. Umsebenzi

- Ukuthi "hayi" kwimisebenzi engaphaya kwamandla akho okanye engaphandle kwendima yakho.
- Ukushiya umsebenzi ngexesha kwaye ungajongi ii-imeyile emva kweeyure ngaphandle kokuba yimeko kaxakeka.
- Ukucela intlonipho, unxibelelwano lobuchwephesha-kungakhathaliseki ukuba badala.
- Ukunganyamezeli intle bendwane okanye ukutsalelwa kwizikhundla zezopolitiko.
- Ukwabela abanye imisebenzi xa kufanelekile kunokuzenzela yonke into ngokwakho.
- Ukumisela imida ekufumanekeni kwakho (umz. "Ndiza kuphendula ii-imeyile ngeeyure zokusebenza.")

### 2. Usapho

- Ngembeko eyehla ngembeko imibuzo ephazamisayo malunga nobomi bakho bobuqu.
- Ukukhetha ukungayi kwimisitho yosapho eyenzakalisa impilo yakho yengqondo.
- Ukucela ukuba ubumfihlo bakho buhlonitshwe kwikhaya lakho okanye ukhetho lobuqu.
- Ukunyanzelisa imida malunga noncedo lwemali (umz., "Andikho kwimeko yokuboleka imali.")

- Ukwala ukubandakanyeka okanye ukulamla kwiingxabano zentsapho-akuyomfuneko ukuba uxolo lugcinwe, uxolo lokwenyaniso lufanelekile.
- Njengomntu ogcina uxolo, akanaluxolo.
- Ukugcina ukuzimela kwakho kwizigqibo zabantu abadala (umzekelo, umsebenzi, ubudlelwane, ukuba ngumzali).

### 3. Ubuhlobo

- Ukwazisa abahlobo xa ufuna ixesha okanye indawo yokutshaja kwakhona.
- Ukwala izimemo okanye izicelo ngaphandle kobutyala.
- Ukuvakalisa iimfuno zakho ngokucacileyo (umzekelo, “Andiwufumani la joke ihlekisayo—ndicela ungayithethi kufutshane nam.”)
- Ukulindela inkxaso, hayi ukusebenzelana komoya kwicala elinye.
- Ukuphepha abahlobo abasoloko bewela imida yakho okanye bakulahlekisayo.
- Ukunxibelelana nemida yakho malunga nexesha, amandla, kunye nezihloko zencoko.

### 4. Ubudlelwane bothando

- Ukugcina izilangazelelo zakho, ubuhlobo, kunye nesiqhelo ngaphandle kobudlelwane.
- Ukunxibelelana xa kukho into ekukhathazayo endaweni yokuyicinezela.
- Ukuqinisekisa imfuno yakho yokhuseleko ngokwasemoyeni nangokwasemzimbeni ngamaxesha onke .
- Ukwala ukulawula ukuziphatha, kuquka ukubeka iliso okanye ukwahlukanisa nabanye.
- Ukunyaniseka malunga nemida kunye nezinto ozilindeleyo kubudlelwane obusondeleyo, imali, kunye nezicwangciso zexesha elizayo .
- Ukuthi “hayi” ngaphandle kwengcaciso okanye ukoyika impixano xa kukho into engavakali kakuhle.
- Abantu ebomini bakho abafuna imida, baya kuba nefuthe elibi kakhulu ekubekeni imida.
- Ukuba uyoyika okanye uyoyika le nto- njengoko kunokuba nzima ekuqaleni-ukulinganisa umdlalo nomntu omthembileyo ebomini bakho kuqala.

## Ukwazi Iinqobo Zakho Ezingundoqo kubalulekile ekuphuhliseni nasekugcineni imida esempilweni

Ukudibanisa **imida yakho** kumaxabiso akho **angundoqo** yenye yezona ndlela zisebenzayo zokuqinisekisa ukuba imida oyibekayo ayihambelani nje kuphela kodwa inentsingiselo enzulu. Xa imida imiliselwe kumaxabiso, iba lula ukuyikhusela, kuba nzima ukuyithobela, kwaye inyaniseke ngakumbi ukuba ungubani na.

### KUTHENI UNXULUMANISA IMIDA KWIIHQOBO EZISEMGANGATHWENI?

- **Ingcaciso** : Uyasiqonda *isizathu sokuba* umda ubaluleke— awunamkhethe .
- **Ukuzithemba** : Kunokwenzeka ukuba uyinyanzelise, naphantsi koxinzelelo.
- **Ukungaguquguquki** : Ikunceda ukuba uphephe ukuziva unetyala okanye ukudideka xa abanye betyhala.
- **Imfezeko** : Ukhetho lwakho luhambelana nokuba ungubani kwaye umele ntoni.

### IMIZEKELO YEEHQOBO EZIPHAMBILI KUNYE NEMIDA EDITYANISIWEYO

| Ixabiso elinguNdoqo                     | Umzekelo womda                                                                                             |
|-----------------------------------------|------------------------------------------------------------------------------------------------------------|
| <b>Intlonipho</b>                       | Andikunyamezeli ukuphazanyiswa okanye ukuthetha naye ngelizwi eliphantsi.                                  |
| <b>Ukunyaniseka</b>                     | Andikhululekanga ngokuqhubeka nale ncoko ukuba asikho elubala.                                             |
| <b>Ukuzimela</b>                        | Ndigqiba ngendlela endilichitha ngayo ixesha lam, kwanokuba abanye kwintsapho yakowethu abavumelani noko." |
| <b>Uxolo lwengqondo</b>                 | Andizibandakanyi kwiingxabano eziya zikhula okanye ezindixhaphaza ngokweemvakalelo.                        |
| <b>Ubulungisa</b>                       | Andiyi kuqhubeka ndinikela inkxaso kubudlelwane obucalanye—kufuneka buphindenelane."                       |
| <b>Impilo (Ngengqondo/Enyameni)</b>     | Andiyi kuncama ukulala okanye ukuzinyamekela ukuze ndihlangabezane neemfuno zomsebenzi ongekho ngqiqweni.  |
| <b>Ukunyaniseka (kuSiqu nakwabanye)</b> | "Ndiza kuzisusa kwiimeko apho abantu bayahleba okanye bahlebe."                                            |
| <b>Ubunyani</b>                         | Ndiya kuthetha xa kukho into endikhathazayo kunokuba ndenze ngathi yonke into ihamba kakuhle.              |

## INDLELA YOKUCHONGA IMILINGANISELO YAKHO KUNYE NOKULUNGELELANISA IMIDA YAKHO

### Inyathelo 1: Chonga iNdlela ePhakamileyo yakho

Zibuze:

- Yintoni endiyidingayo ukuze ndizive ndikhuselekile ngokweemvakalelo?
- Zeziphi iindlela zokuziphatha endingafuniyo ukuzamkela kwabanye?
- Yeyiphi imigaqo endingafuniyo ukuyilalanisa?

**Bhala phantsi iinqobo zakho eziphambili ezi-5-10 (umzekelo, intlonipho, inyaniso, ukunyaniseka, ukuzola, inkululeko, ubulungisa).**

### INyathelo 2: Khangela apho iinqobo Zakho Zokuziphatha zinyhashwa

Jonga iindawo ebomini bakho apho ungonwabanga , unomsindo, udiniwe, okanye unomsindo.

Buza: *Yeyiphi ivalue yam engahlonitshwayo apha?*

Umzekelo:

- Uziva udiniwe emva kwendibano yosapho ngalunye → ixabiso **lokhusaleko ngokwasemoyeni** liye laphulwa.
- Uyazoyika iintlanganiso zeqela apho uhlala uphazanyiswa → **imbeko** inyathelwa phantsi.

### Inyathelo lesi-3: Misela uMda oSekwe kwelo Xabiso

Yenza umda wakho ubonise into ekhusela ixabiso.

**Ixabiso: Ixesha & Amandla**

→ " Ndifumaneka kuphela kwintlanganiso enye ngosuku ngaphandle kweeyure ezicwangcisiweyo. "

**Xabiso:Ububele**

→ Ukuba incoko yethu iba nomsindo, ndiza kuyiyeka .

## NXIBELELANA NGE MIDA NGO LWIMI OLU SEKWE KWI XABISO

Ukusebenzisa amaxabiso kunxibelelwano kunganceda ukusasaza ukhuseleko:

- "Ndiyakuxabisa ukunyaniseka kubudlelwane bam, ngoko ke kufuneka sijongane phambi komnye nomnye."
- "Ngenxa yokuba ndibukhathalele ubudlelwane bethu, ndibeka lo mda ukuze uhlale usempilweni."
- "Intlonelo ibalulekile kum—le ndlela yokuziphatha ayihambelani naloo nto."

## Ukumisela imida ephilileyo

Nasi isikhokelo sesinyathelo-nge-nyathelo sokubeka nokulawula imida enempilo.

### INYATHELO 1: CHANGELA IMIDA YAKHO NGOKUCACILEYO

- Cinga ngendlela oziphatha ngayo owamkelekileyo noko ungakwenziyo .
- **Imizekelo :**
  - "Ndifuna unxibelelwano olunyanisekileyo ngaphandle kokungxola."
  - Andikuthandi ukuphazanyiswa.
  - "Ndifuna ixesha lokuba ndedwa ukuze ndihlaziye emva komsebenzi."

### INYATHELO LESI-2: NXIBELELANA NGEMIDA YAKHO NGOKUZOLE NAKCACAYO

- Sebenzisa amazwi athi "Ndi" ukuchaza iimfuno zakho ngaphandle kokugxeka.
- **Umzekelo amabinzana:**
  - Ndiziva ndingahlonelwa xa ndiphazanyiswa, ngoko ke kufuneka sivumelane sigqibezele ukuthetha."
  - "Ndidinga ixesha elithile elizolileyo emva komsebenzi ukuze ndithobe amandla, ngoko ke andiyi kuphendula ngokukhawuleza kwimiyalezo."
  - Andilunganga ngokugxekwa rhabaxa; ndicela uthethe nam ngembeko."

### INYATHELO LESI-3: JONGA IMPENDULO YOMNYE UMTU

- Ubudlelwane obunempilo buhlonipha imida . Qaphela ukuba bayamamela kwaye balungise indlela yokuziphatha.
- Ukuba basabela kakuhle: "Enkosi ngokuqonda intswelo yam yendawo."

### INYATHELO LESI-4: QINISEKISA IMIDA YAKHO XA INGASANGAWANGA

- Bakhumbuze ngokuqinileyo kodwa ngembeko ukuba baphinda bawela imida yakho.
- **Umzekelo amabinzana:**
  - Ndikucelile ukuba ungaliphakamisi ilizwi lakho xa sithetha .
  - "Ndifuna ukuba uyeke ukundiphazamisa; kwenza kube nzima ukunxibelelana."
  - Ukuba kuyimfuneko, nciphisa okanye unqumame ukusebenzisana:
  - Ekubeni umda wam ungalhlonelwa, kufuneka ndikhe ndiphumle kule ncoko."

### INYATHELO LESI-5: YITHATHA INGCACISO IZIPHUMO

- Ukuba umntu uyaqhubeka engayihloneli imida yakho, cinga ngemiphumo efanelekileyo.
- **Imizekelo yeziphumo:**
  - Ukunciphisa ixesha elichithwa kunye.
  - Ukufuna inkxaso kwabanye okanye kwiingcali.
  - Ukuphelisa ubudlelwane ukuba ubutyhefu buyaqhubeka kwaye bulimaza impilo yakho.
- **Ingxelo yomzekelo:**
  - " Ndizichaze ngokucacileyo iimfuno zam amatyeli amaninzi . Ukuba oku kuyaqhubeka, kuza kufuneka ndizibeke kude ukuze ndikhusele impilo yam."

### INYATHELO LESI-6: YIBA PHAMBILI IMPILO YAKHO

- Gcina imida rhoqo; musa ukubeka esichengeni impilo yakho yengqondo okanye yomzimba.

- Funa inkxaso kubahlobo abathembekileyo, usapho, okanye iingcali xa kuyimfuneko.
- Khumbula ukuba, ukuhlonela imida yakho kubonisa ukuzihlonela nokomelela.

### Isishwankathelo Umzekelo

- **Umda:** Ndinga unxibelelwano olunentlonipho ngaphandle kokungxola.
- **Seta:** Nceda uthethe ngokuzolileyo xa sixoxa ngemibandela."
- **Ukuba akuhoywa:** Ndicela kwakhona unxibelelwano oluzolileyo . Ukuba oku kuyaqhubeka, ndiza kuyiyeka incoko."
- **Ukuba isangahoywa:** "Ekubeni ungawuhloneli umda wam, ndiyaphumla kolu lwalamano de ndikwazi ukunxibelelana ngentlonelo."

## Umda wokuQinisekisa amabinzana

### Imida jikelele

- Andifumaneki ngalonto okwangoku.
- Loo nto ayisebenzi kum.
- Ndinga ixesha lokucinga ngale nto phambi kokuba ndiphendule.
- Andikhululekanga ngalonto.
- Ndicela ungathethi nam ngolo hlobo.
- Ndisithathile isigqibo anditshintshi .
- Ndifuna uhloniphe indawo yam.
- Eso sihloko asivumelekanga kum.
- Andisayi kuphinda ndizibandakanye kule ncoko.
- Masiphinde siyijonge oku xa sizolile sobabini.
- Ndikhetha ukungakwenzi.
- Asiyonto endifuna ukungena kuyo.
- Sisigqibo sam nje eso .
- Andiziva ndikhululekile ukuyixoxa.
- Ndisithathile isigqibo.
- Andiqondi ukuba yinto ekufuneka ndiyicacise.
- Ndingathanda ukungangeni kuyo, enkosi.
- Yindlela endiziva ngayo ngoku.
- Andiboni sidingo sokucacisa ngakumbi

### Imida yaseMsebenzini

- Andikwazi ukwenza imisebenzi eyongezelelweyo okwangoku .
- Masibambebele kwizihloko ezinxulumene nomsebenzi ngexesha leeyure zomsebenzi.
- Ndicela uthethe nam ngembeko, naxa kukho ukungavisisani.
- Ndikhetha ukugcina ubomi bam bobuqu bahlukile emsebenzini.
- Ukuba unengxelo, nceda wabelane ngayo eyakhayo.

### Imida yoSapho

- Ndiyaqonda ukuba unezimvo ezinamandla, kodwa oku kukhetho lwam.
- Ndifuna uyeke ukuphawula ngobomi bam.

- Andiyi kukunyamezela ukuba netyala lokuthobela
- Andiyixoxi nawe lonto.
- Ukuba uyaqhubeka, kuza kufuneka ndiyishiye incoko.
- Ndiyaqonda ukuba oku kunzima kuwe kodwa kufuneka ndihloniphe imida yam
- Olu ayilohlaselo, lo ngumda/umda endinawo, oko akuthethi ukuba ndikuthanda nangaphantsi.
- Ukuba ubudlelwane buza kuqhubeka ngolu hlobo, kusenokufuneka sijonge ukunxibelelana nje okwexeshana/ okanye sithathe ikhefu ixeshana.

#### **Imida Yobuhlobo**

- Andikho comfortable yindlela othetha ngayo nam.
- Ndinga indawo ngoku . Ayingomntu .
- Ndiyavuya ukunixhasa, kodwa ndiyayidinga nenkxaso.
- Ndicela ungandifaki kwidrama okanye ekuhlebeni.
- Ndiyakuxabisa ukunyaniseka, kodwa ndikwalindele ububele.

#### **Imida yobudlelwane bothando**

- Ndinga ixesha ndedwa ukuze ndicoce intloko yam.
- Andiyi kuvuma ukulawulwa okanye ukusetyenziswa.
- Ndilindele ukuhloniphana kobu budlelwane.
- Ndivumelekile ukuba ndichithe ixesha nabahlobo kunye nosapho.
- Oku kuziphatha akwamkelekanga kwaye kufuneka kuyekwe.

## Ukuthi Hayi kwizicelo zamabinzana emida

### lingxelo ezilula nezithe ngqo zika “Hayi”

- “Hayi, andifumaneki.”
- “Hayi, loo nto ayisebenzi kum.”
- “Enkosi ngokundicinga, kodwa kuza kufuneka ndipasile.”
- “Andikwazi ukuzinikela kuloo nto.”
- “Asiyonto endinokuyenza ngoku.”
- “Ndiyilibulela isithembiso, kodwa ndiza kwala.”
- Ndithi hayi ukuze ndikwazi ukuhlonipha ezona zinto zibalulekileyo kum.
- Andinawo amandla okwenza oko.
- “Ndinezinye izibophelelo ekufuneka ndigxile kuzo.”
- “Hayi, ndilugcina lucacile ucwangciso lwam.”

### Ukuba Ufuna Ukuba Nembeko kodwa Uqinile

- “Enkosi ngokubuza, kodwa kuza kufuneka ndingavumi.”
- “Ndichukumisekile ukuba ubuzile, kodwa andikwazi kuzibamba ngoku.”
- Ndiyathemba ukuba uyayiqonda, kodwa kufuneka ndale.
- “Asiyonto endikhululeke ngayo leyo.”
- “Ndithatha inyathelo umva kwizibophelelo ezitsha.”

### Ukuba uthi Hayi kuMphefumlo okanye kwiMijelo yexesha

- Ndilikhusela ixesha namandla am, ngoko ke ndithi hayi.
- “Ndiye ndafunda ukuba kufuneka ndibeke imida kwinto endiyenzayo.”
- Ndinepleyiti egcweleyo kwaye andinakukwazi ukuyiphatha.
- “Kufuneka ndikubeke phambili ukuphumla ngoku.”

### Ukuba ufuna ukwala izicelo eziphindiweyo

- Sele ndithe hayi, kwaye loo nto ayikatshintshi.
- Nceda ungaqhubeki ubuza—ndicacelwe ngesigqibo sam.”
- Ndizichazile izizathu zam .

## Umda-Ukuqinisekisa amabinzana kwiimeko ezithile

### **Xa umntu engena kwindawo yakho okanye imfihlo:**

- Ndiyayixabisa indawo yam yobuqu . Nceda ungaphindi uyenze loo nto kwakhona.
- "Iymfihlo leyo . Andikhululekanga ukuthetha ngayo."

### **Xa uceliwe ukuba uthathe ngaphezu koko unokusingatha:**

- "Ndikwisikhundla esikhoyo . Andinakuqhubeka nale nto ngaphandle kokuba ndiphinde ndixoxe ngezinye izinto ezibalulekileyo."
- "Loo nto ingaphandle kobubanzi bam . Kuya kufuneka ukwabele ngokutsha."

### **Xa umntu osebenza naye ethetha nawe ngokungenambeko:**

- "Ndilindele ukuba kuthethwe nabo ngobuchule . Masiqhubeke xa oko kunokwenzeka."
- La mazwi awamkelekanga . Ndiyayiphelisa ngoku le ncoko."

### **Xa imida Yakho iqulunqwe njengohlaselo lomntu**

- Ukuba nemida akuthethi ukuba ndikuvalela ngaphandle—oko kuthetha ukuba ndiyazinyamekela."
- "Le asiyondlela yokulawula wena . Imalunga nokukhusela indawo yam."
- Lo mda ndiwubeka kuba ndifuna—kungekhona kuba ndinomsindo okanye ndohlwaya nabani na."

### **Xa imida yobomi bomsebenzi iwela:**

- Andibambi iminxeba ngaphandle kweeyure zomsebenzi ngaphandle kokuba yimeko kaxakeka.
- "Ndisayinile le mini . Masiyixoxe ngomso le nto."
- "Ndizigqibile iiyure zam ezicwangcisiweyo zosuku .
- "Ndizibophelele kubomi bomsebenzi olungeleleneyo kwaye andizukufumaneka ngexesha elongezelelekileyo elingahlawulelwayo."
- "Ndinganceda kwiiyure zam zekhontrakthi, kodwa andizukwandisa ngaphaya kwanamhlanje."
- "Ndikwikhefu lam lesidlo sasemini kwaye ndiza kubuyela kweli xa ndibuyela edesikeni yam."
- "Ngoku ndikwikhefu kwaye andifumaneki kwimicimbi yomsebenzi."
- "Impela-veki lixesha lobuqu—ndiya kuyithetha le nto phakathi evekini."
- "Ngenxa yokuba abanye bakhetha ukwandisa kakhulu akuthethi ukuba ndiya kwenza njalo."
- "Ukuhlonela imida yam akundenzi ndingazimisela kangako—kundenza ndizigcine."

### **Xa izalamane zigqitha izigqibo ebomini bakho:**

- "Ndiyayibulela inkxalabo yakho, kodwa esi sisigqibo sam."
- Andiceli ngcebiso kule nto—ndikuxelela nje isigqibo endisithathileyo."
- "Olu khetho lubonisa into endifaneleyo, nokuba yahlukile kwinto obunokuyenza."
- Ndiyaluva uluvo lwakho, kodwa ndenza oko kuhambelana neengobo zam."

- "Ndidinga indawo yokwenza kwaye ndifunde kukhetho lwam."
- "Oku akuvulelwanga ngxoxo."
- "Andiyitshintshi ingqondo yam."
- Nceda uhloniphe ukuba lo ngumcimbi wobuqu.
- "Ndisenzile isigqibo sam kwaye ndiyayixabisa inkxaso yakho—hayi igalelo lakho."
- "Andifuni kuvunyelwa—ndinazisa ngolwalathiso lwam."
- Ndiziva ndikhululekile ngesiphumo sesigqibo sam, nokuba siyaphumelela okanye asiphumeleli.
- Andizukuyithethelela ngokubhekele phaya.
- "Unelungelo loluvo lwakho, kodwa ilizwi lokugqibela lelam."
- "Ndiyaqonda ukuba awuvumi, kodwa kufuneka uyamkele."
- "Bubomi bam obu, kwaye ndinoxanduva loko ndikhethayo."
- Unelungelo loluvo lwakho, kodwa ndiza kwenza okulungileyo kum.

### **Xa Umhlobo Ekunciphisa okanye Engayihoyi Indlela Ovakalelwa Ngayo**

- Ndifuna ukuba iimvakalelo zam zithathelwe ingqalelo, nokuba ubona izinto ngendlela eyahlukileyo.
- Kulungile ukuba singavumelani, kodwa kufuneka uhloniphe indlela endivakalelwa ngayo.
- "Xa uyigatya into endiyithethayo, indenza ndingafuni ukwabelana nabanye ngayo."

### **Xa unetyala okanye ukukhohlisa kusetyenziswa:**

- Andiyi kwenziwa ndizive ndinetyala ngokubeka iimfuno zam kuqala.
- Ukuba uyaqhubeka uzama ukundibeka ityala, kuya kufuneka ndiyiphelise le ncoko."

### **Xa abahlobo bewela imida yeemvakalelo:**

- "Ndifuna ukuba lapha ngenxa yakho, kodwa ndifuna indawo yokutshaja kwakhona."
- Kubalulekile ukuba sizive sobabini .
- "Ndiyakukhathalela, kodwa andikho kwindawo efanelekileyo yokuyiqhuba ngoku."
- Ngaba singakwazi ukuthetha ngento elula ? Ndiziva ndixinezelekile emoyeni.
- Andinakuhlala ndifumaneka xa ndifunwa, nangona ndifuna ukukuxhasa.
- "Ndidinga indawo namhlanje-ndizakujonga kamva xa ndifumene umthamo."
- "Ndivumelekile ukuba ndithi hayi okanye ndicele indawo ngaphandle kokuba ndizive ndinetyala."
- "Ubuhlobo abufanele buhambisane neemvakalelo."
- "Andikwazi ukuhlangabezana nayo yonke into endiyilindeleyo-kwaye ndifuna ukuba ulungile kuloo nto."

### **Xa Unyanzelwa Ukuba Uchithe Imali Okanye Wenze Into Esesichengeni**

- "Oko akukho kuhlalo lwabiwo-mali lwam, kwaye andizukuzolula ngenxa yoko."
- Andikhululekanga ngela cebo, ngoko ke ndiza kuhlala ndikhuphe eli.
- "Ngenxa yokuba ulungile oko akuthethi ukuba kufuneka ndibe njalo."

### **Xa Unetyala -Ukhutshelwe Ukuthi Ewe**

- Ukwala akuthethi ukuba andikhathali—kodwa nje kuthetha ukuba ndinemiqathango."
- Andinaxanduva ngeemvakalelo zakho malunga nemida yam.
- Ukuba ndiyavuma kuba ndinetyala, ndiza kucaphuka—yaye loo nto ayifanelekanga kuthi sobabini."

### **Xa ucinezelekile kwizinto:**

- Andifuni ukuyenza loo nto, kwaye andizukuyitshintsha ingqondo yam.
- hayi , kwaye kufuneka uyihloniphe loo nto.
- "Enkosi ngesimemo, kodwa andikakulungeli . Ndiza kuphinda ndikubambe ngelinye ixesha."
- "Kufuneka ndihloniphe ixesha lam ngoku - ayisiyonto yobuqu."
- " Ukuba ndikhululekile akuthethi ukuba ndiyafumaneka . Ndizinika ixesha."
- "Ndiyibona ngokwahlukileyo, kwaye ndilungile ukuma kuloo nto."
- Sisenokungavisisani size sihlonelane—andiyi kuyitshintsha indlela endivakalelwa ngayo ukuze ndikhulule abanye."
- Andizukwenza ngathi ndiyavuma kuba ndifuna ukugcina uxolo.

### **Xa ukuzimela kwakho kucelwa umngeni:**

- "Ndivumelekile ukuba ndenze ukhetho ngaphandle kokufuna imvume."
- Akuyomfuneko ukuba uvumelane nesigqibo sam, kodwa kufuneka usihloniphe.
- "Ndenze esi sigqibo emva kokucingisisa nzulu, kwaye ndimile ngaso.
- Akunyanzelekanga ukuba uvume, kodwa ndilindele ukuba uluhloniphe ukhetho lwam.
- "Bubomi bam obu, kwaye ndinelungelo lokukhetha oko kundilungeleyo."

### **Xa ukuziphatha kokulawula kubonakala:**

- Andiyi kuvuma ukujongwa okanye ukubuzwa ukuba ndichitha ixesha nabani na."
- Le ndlela yokuziphatha ayilunganga .

### **Xa bevavanya imida yakho ngokuphindaphindiweyo:**

- Ndiwucacele umda wam . Ukuba uyaqhubeka, kuza kufuneka ndihlehle umva.
- " Oku akunakuxoxiswa .
- Ndicela uyihloniphe loo nto .
- Andizi kuphinda ndizicacise . Isigqibo sam simile.
- " Andifuni kwamkelwa . Ndikwazisa ngesigqibo sam."

### **Ukunyanzeliswa komda kwinqanaba lokugqibela:**

- Ndinxibelelane nalo mda izihlandlo ezininzi . Ukuba uyaqhubeka ungawuhoyi, kuya kubakho iziphumo."
- Ndiyalukhathalela olu lwalamano, kodwa ukuba imida yam ayihlonelwa, kuya kufuneka ndihlukane."

## Amaphepha okusebenzela eMida esempilweni

### IMIDA ENGALUNGANGA IPHEPHA LOKUSEBENZA LOKUZI VAVANYA

**Injongo:** Ukukunceda ukuba uqaphele apho unokuba nemida engafanelekanga okanye engasebenziyo, ngoko unokuqalisa ukwakha imida eyomeleleyo, enentlonipho ngakumbi kubudlelwane bakho kunye nobomi bemihla ngemihla.

#### Icandelo 1: Iimpawu eziqhelekileyo zeMida yeMida ehluphekileyo

**Khangela konke okusebenzayo kuwe:**

- ☐ Ndihlala ndisithi “  
ewe ” xa ndifuna  
ukuthi “ hayi ” ☐ Ndiziva  
ndinetyala  
xa  
ndibeka iimfuno  
zam kuqala ndicela uncedo, kodwa ndiye ndizive ndinomsindo xa abanye bengandixhasi
- ☐ Ndinyamezela  
impatho engafanelekanga ukuze “ ndigcine uxolo ”
- ☐ Ndizibetha ngoyaba iimvakalelo zam okanye izimvo ukunqanda ukucaphukisa abanye
- ☐ Ndiziva ndidinwe emphefumleni emva kokudibana nabantu abathile
- ☐ Ndiziva ndingakhululekanga ukuzibamba okanye ukuvakalisa  
uloyiko lwam xa ndingafuni ukuthobela abanye ☐

#### Icandelo 2: Ukucamngca

**1. Zeziphi iibhokisi ezintathu ezikhangelweyo eziziva zibaluleke kakhulu kuwe ngoku?**

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**2. Ingaba ezi patheni ziyichaphazela njani impilo yakho okanye ubudlelwane bakho?**

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**3. Kuphi ebomini bakho apho unengxaki yokubeka imida ? (Tikisha konke okusebenzayo):**

- ☐ Sebenza
- ☐ Usapho
- ☐ Ubudlelwane bothando

- ☐ Ubuhlobo
- ☐ Imidiya yoluntu
- ☐ Ixesha kunye namandla
- ☐ Ukubakho ngokweemvakalelo

### **ICandelo lesi-3: Ukuziqwalasela**

**Phendula le miyalelo ilandelayo ngokunyaniseka:**

- Ndiyasokola ukuthi hayi xa...
- Ndiziva ndicaphuka kakhulu xa...
- Ndiziva ndithathwe kakhulu yi...
- Ndiziva ndidiniwe emva...
- Ndifuna ukuqina ngakumbi kwiimeko apho...

### **ICandelo 4: Ingqiqo kunye nenjongo**

**1. Yeyiphi ipateni yomda engenampilo olungele ukuyitshintsha?**

**2. Yintoni enokuba iphazamisa indlela yakho yokumisela loo mda ? (Uloyiko, ityala, uxinzelelo, njl.njl.)**

**3. Kukhangeleka njani ukumisela umda ophilileyo kuloo ndawo?**

**4. Ngowuphi umda omncinane oza kuwuqhelisela kule veki?**

**Ingcamango yokuvala:**

Ukuyiqonda imida engafanelekanga akukokusilela— linyathelo lokuqala lokubuyisela ixesha, amandla, nokuzihlonela . Imida luhlobo lokuzinyamekela, kungekhona ukuzingca.

## IPHEPHA LOKUSEBENZELA LEE~~N~~QOBO EZISEMGANGATHWENI KUNYE NE~~M~~IDA

### Icandelo 1: Chonga iMithetho Yakho Engundoqo

Cinga ngezinto ezibaluleke kakhulu kuwe kubudlelwane kunye nobomi . Ngezantsi kukho imizekelo-zive ukhululekile ukongeza eyakho.

- |                |                |              |
|----------------|----------------|--------------|
| • Intlonipho   | • Impilo       | • Uvelwano   |
| • Ukunyaniseka | (Ngengqondo/En | • Imida      |
| • Ukuzimela    | yameni)        | • Ukukhula   |
| • Uxolo        | • Ukunyaniseka | • Ukhuseleko |
| • Iwengqondo   | • Ubunyani     |              |
| • Ubulungisa   | • Thembela     |              |

**Bhala phezulu 5–10 amaxabiso angundoqo apha:**

## Icandelo 2: Ukujonga ukwaphulwa kweMida

Cinga ngeemeko zamva nje apho uye waziva ungakhululekanga, uxinezelekile, okanye ucaphukile . Ezi mvakalelo zidla ngokuba ngumqondiso wokuwelwa komda.

| Imeko okanye uBudlelwane | Kweneke ntoni? | Leliphi Ixabiso Elingundoqo Elaphulwayo? | Ikwenze Waziva Njani |
|--------------------------|----------------|------------------------------------------|----------------------|
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### Icandelo 3: Misela iMida eSekwe kwiiNqobo zakho eziPhambili

Ngexabiso ngalinye olichongileyo kunye nolinyhashayo, bhala inkcazo yomda ekhusela elo xabiso.

| Iimpawu zam ezingundoqo | Ingxelo yoMda |
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### **Imizekelo yeeNkcazo zeMida**

- "Kufuneka ndithethe naye ngembeko."
- Andizukuzibandakanya kwiincoko ezicaphukisayo.
- "Andifumaneki ngaphandle kweeyure zokusebenza ngaphandle kokuba kungxamisekile."
- "Ndilindele ukunyaniseka kunye nokungafihli nto."
- "Ndidinga indawo xa ndiziva ndixinezelekile."

### **Icandelo lesi-4: Ukunxibelelana nemida Yakho**

Sebenzisa esi sithuba singezantsi ukuyila indlela onokuyichaza ngayo imida yakho ngokucacileyo, ngokuzolileyo nangembeko . Ungasebenzisa ulwimi olusekwe kwixabiso ukomeleza umyalezo wakho.

**Umzekelo :** "Ngenxa yokuba ndiyixabisa intlonipho, kufuneka sikuphephe ukuphakamisa amazwi ethu xa singavumelani."

Imizekelo yam yonxibelelwano lomda:

### **Isigaba 5: Isicwangciso soNyanzeliso**

Imida ifuna ukulandelwa . Bhala phantsi imiphumo oya kuyinyanzelisa ukuba imida yakho iyaqhubeka ingahlonelwa.

## IPHEPHA LOKUSEBENZELA LEIMIDA ESEMPILWENI

### Icandelo 1: Ukuqonda imida

#### Yintoni Imida?

Imida yimida oyibekayo ukukhusela ixesha lakho, amandla, imilinganiselo, nokuphila kakuhle . Banceda ukuchaza oko kwamkelekileyo nokungamkelekanga kubudlelwane bakho kunye nonxibelelwano.

### Icandelo 2: Ukuzivavanya

#### Phendula le mibuzo ilandelayo ngokunyaniseka:

1. Ngaba uhlala usithi "ewe" xa ufuna ukuthi "hayi" ? ☐ Ewe ☐ Hayi
2. Ngaba uziva unetyala xa ubeka iimfuno zakho kuqala ? ☐ Ewe ☐ Hayi
3. Ngaba abantu bayalusebenzisa ububele bakho ? ☐ Ewe ☐ Hayi
4. Ngaba uziva udiniwe emva kokuchitha ixesha nabantu abathile ? ☐ Ewe ☐ Hayi
5. Ngaba uyayiphepha ingxabano ngokunikezela kwiimfuno zabanye ? ☐ Ewe ☐ Hayi

**Ukuba uphendule ngokuthi “ewe” kwimibuzo emininzi, unokungenelwa kwimida eyomeleleyo.**

### Icandelo 3: Ukuchonga Imida Yakho Yobuqu

Dwelisa ezinye iindlela zokuziphatha okanye iipatheni ezikwenza uzive ungakhululekanga, udiniwe, okanye ungahlonelwa:

Zeziphi izinto zakho ezingaxoxiswa ? (Izinto ongazi kuzinyamezela):

#### Icandelo 4: liNjongo zokumisela imida

**Imizekelo:**

- "Ndifuna ukwala ngaphandle kokuziva ndinetyala."
- "Ndifuna ukukhusela iimpelaveki zam njengexesha lam."
- "Ndifuna ukuyeka ukuzichaza xa ndisala izicelo."

**Bhala eyakho:**

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#### Icandelo 5: Umakhi weNgxelo yoMda

Sebenzisa olu lwakhiwo lungezantsi ukwakha eyakho inkcazo yomda:

**"Ndiba [neemvakalelo] xa [imeko] . Ndifuna [umda]."**

**Imizekelo:**

- Ndiziva ndixinezelekile xa ndifumana iminxeba emsebenzini emva kweeyure zomsebenzi . Ndidinga ixesha lokukhulula iiplagi ngokuhlwa."
- Ndiba nexhala xa abantu belindele iimpendulo ezikhawulezileyo . Ndidinga ixesha lokuphendula ngokwam."

**Ithuba lakho:**

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### Icandelo 6: Ziqhelise ukuthi “Hayi”

Bhala iindlela ezi-3 zokuthi hayi ngokuqinileyo kodwa ngentlonipho:

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### Icandelo lesi-7: Ukunyanzelisa iMida

**Ukuba umntu akawuhloniphi umda wakho:**

- Yichaze ngokuzolileyo.
- Phinda kube kanye kuphela.
- Ukuba awuhoywa kwakhona, sebenzisa isiphumo (umzekelo, ukunciphisa uqhagamshelwano, ukuphelisa incoko).

**Uya kuba yintoni umphumo ukuba umntu uyawuwela ngokuphindaphindiweyo umda wakho?**

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## Icandelo 8: Ukucamngca

### Emva kokuba ubeke umda, zibuze:

- Ngaba ndihlala ndinyanisekile kwiimfuno zam kunye nemilinganiselo yam ? ☐ Ewe  
☐ Hayi
- Ngaba ndinxibelelane ngokucacileyo ? ☐ Ewe ☐ Hayi
- Bekuvakala njani ukuzimela ? \_\_\_\_\_
- Ndiza      kwenza      ntoni      ngokwahlukileyo      kwixesha      elizayo      ?  
\_\_\_\_\_

## ISIXHOBO SE LADDER YO MDA

**Injongo:** Ukucwangcisa kunye nokusebenzisa iimpendulo eziqina ngokuqhubekayo xa imida yakho ingahlonelwa, ngaphandle kokugqithisa okanye ukuvala.

### Imiyalelo:

1. Khetha imeko apho imida yakho ingahoywa.
2. Sebenzisa ileli ukwenza **iimpendulo ezintathu ezinyukayo** :
  - Inyathelo 1: Isikhumbuzo esithobekileyo / esithambileyo
  - Inyathelo lesi-2: Ukuqiniswa okuqinileyo
  - Inyathelo lesi-3: Cacisa isiphumo kunye nesenzo



### Umzekelo 1: Umntu osebenza naye uthumela ii-imeyile zasemva kweeyure zomsebenzi elindele iimpendulo ezikhawulezayo

#### **INyathelo 1 – Umbuzo ohloniphekileyo:**

"Ndiza kuphendula nje— andikho kwi-intanethi emva kwentsimbi yesi-6 ukuze ndigcine ubomi bomsebenzi obulungeleleneyo . Ndiza kuphendula ngexesha leeyure zomsebenzi."

#### **Inyathelo lesi-2 – Isikhumbuzi esiqinileyo:**

"Ndikhe ndakhankanya ngaphambili ukuba andijongi imiyalezo ngaphandle kweeyure zomsebenzi . Nceda uwuhloniphe loo mda."

#### **Inyathelo lesi-3 - Umphumo:**

"Ukuba uqhubeka unxibelelana nam ngaphandle kweeyure, ndiya kulinda kude kube lusuku olulandelayo lomsebenzi ukuze ndiphendule, nokuba kungxamisekile."

### Umzekelo 2: Ilungu Lentsapho Likunika Icebiso Elingalichelanga malunga Nokhetho Olwenzayo Ngobomi Bakho

#### **Inyathelo loku-1 -Buza ngembeko:**

"Ndiyazi ukuba uthetha kakuhle, kodwa ndingavuya ukuba unokundivumela ukuba ndiyibonele le nto ndedwa."

#### **Inyathelo lesi-2 – Isikhumbuzi esiqinileyo:**

"Ndikucelile ukuba unganikezi ngcebiso malunga noku . Ndinga indawo ukuze ndizenzele izigqibo."

#### **Inyathelo lesi-3 - Isiphumo:**

"Ukuba oku kuyaqhubeka kusenzeka, kuya kufuneka ndinciphise ukuba kungakanani ukwabelana nawe ukuya phambili."

**Ithuba Lakho: Zalisa Ezakho limeko**

**Imeko:** \_\_\_\_\_

**Inyathelo loku-1-Buza ngokuzithoba:**

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**Inyathelo lesi-2-Isikhumbuzi esiqinileyo:**

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**Inyathelo lesi-3 – Isiphumo / Isenzo:**

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Imeko: \_\_\_\_\_

**Inyathelo loku-1-Buza ngokuzithoba:**

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**Inyathelo lesi-2-Isikhumbuzi esiqinileyo:**

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**Inyathelo lesi-3 - Isiphumo / Isenzo:**

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Imeko: \_\_\_\_\_

**Inyathelo loku-1-Buza ngokuzithoba:**

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**Inyathelo lesi-2-Isikhumbuzi esiqinileyo:**

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**Inyathelo lesi-3 - Isiphumo / Isenzo:**

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**Iingcebiso zokuSebenzisa iLeli:**

- **Hlala uzolile kwaye ungaguquguquki** . Musa ukuvumela abanye ukuba bakuqhubele ekubeni unyuke ngokukhawuleza kakhulu.
- **Namathela kwisikripthi sakho** . Uphindaphindo lubonisa ukuba uzimisele ngaphandle kokuchaza kakhulu.
- **Landela** . Ukuba uchaza umphumo, yenza okuthile ngawo . Ngaphandle koko, umda wakho ulahlekelwa ukuthembeka.

## QALISA I-LOG WORKSHEET

### Injongo:

Ukukunceda ukuba uqaphele iimeko eziphindaphindiweyo, abantu, okanye ukuziphatha okukwenza uzive ungakhululekanga, unomsindo, uphazamisekile, okanye ugxothiwe-ukuze uqalise ukumisela imida efanelekileyo.

### Imiyalelo:

Gqibezela le log ngokukhawuleza emva kwesiganeko esivusayo kangangoko kunokwenzeka . Yisebenzise ukujonga iipateni kwaye ucwangcise iimpendulo ezisebenzayo ekuhambeni kwexesha.

#### Qalisa ngeNgeno #1

- Umhla/Ixesha: \_\_\_\_\_
- Kweneke ntoni ? (Chaza imeko ngokufutshane):

- Ngoobani ababebandakanyekile?

- Yintoni eyathethwayo okanye eyenziweyo ekuxhokonxayo?

- **Uziva njani ngelixesha ? (phawula konke okusebenzayo):**  
☐ Unomsindo ☐ Unexhala ☐ Unetyala ☐ Andinamandla ☐ Unomsindo ☐  
Uneentloni ☐ Ulusizi ☐ Ndibhidekile ☐ Ndidiniwe ☐ Ndicinezelekile ☐ Okunye:  
\_\_\_\_\_

- **Wenze ntoni okanye utheni xa uphendula?**

- **Ngaba umisele umda ? Ukuba akunjalo, kutheni?**

- **Yintoni obungathanda ukuyithetha okanye uyenze ngokwahlukileyo?**

- **Nguwuphi umda ofunekayo kule meko?**

- **Kwixesha elizayo, ndiza...**

## Qalisa ukungena #2

- Umhla/Ixesha: \_\_\_\_\_
- Kwenekeni ? (Chaza imeko ngokufutshane):

- Ngoobani ababebandakanyekile?

- Yintoni eyathethwayo okanye eyenziweyo ekuxhokoxayo?

- Uziva njani ngelixesha ? (phawula konke okusebenzayo):  
☐ Unomsindo ☐ Unexhala ☐ Unetyala ☐ Andinamandla ☐ Unomsindo ☐  
☐ Uneentloni ☐ Ulusizi ☐ Ndibhekile ☐ Ndidiniwe ☐ Ndicinezelekile ☐ Okunye:  
\_\_\_\_\_

- Wenze ntoni okanye utheni xa uphendula?

- Ngaba umisele umda ? Ukuba akunjalo, kutheni?

- Yintoni obungathanda ukuyithetha okanye uyenze ngokwahlukileyo?

- Nguwuphi umda ofunekayo kule meko?

- Kwixesha elizayo, ndiza...

### Qalisa ukungena # 3

- Umhla/Ixesha: \_\_\_\_\_
- Kweneke ntoni ? (Chaza imeko ngokufutshane):

- Ngoobani ababebandakanyekile?

- Yintoni eyathethwayo okanye eyenziweyo ekuxhokonxayo?

- Uziva njani ngelixesha ? (phawula konke okusebenzayo):  
☐ Unomsindo ☐ Unexhala ☐ Unetyala ☐ Andinamandla ☐ Unomsindo ☐  
☐ Uneentloni ☐ Ulusizi ☐ Ndibhidekile ☐ Ndidiniwe ☐ Ndicinezelekile ☐ Okunye:  
\_\_\_\_\_

- Wenze ntoni okanye utheni xa uphendula?

- Ngaba umisele umda ? Ukuba akunjalo, kutheni?

- Yintoni obungathanda ukuyithetha okanye uyenze ngokwahlukileyo?

- Nguwuphi umda ofunekayo kule meko?

- Kwixesha elizayo, ndiza...

**lipateni kunye nokuqonda (zalisa emva kongeniso olu-3-5):**

- **Ngaba abantu abafanayo basoloko bebandakanyeka kwezi zixhokonxa?**  
☐ Ewe ☐ Hayi → Ngubani ? \_\_\_\_\_
- **Ngaba kukho iisetingi eziqhelekileyo okanye imixholo (umz., ukuphazanyiswa, ukusebenza kakhulu, ukufumana iingcebiso ongacelwanga)?**

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- **Zeziphi iimvakalelo ezifika rhoqo?**

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- **Yeyiphi imida ebonakala ngathi idla ngokuwelwa ? (umzekelo, ixesha, iimvakalelo, indawo yobuqu, ukuzimela)**

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**Isicwangciso sokwenza:**

- **Imida emithathu ecacileyo ekufuneka ndiyibeke yile:**

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- **Inyathelo elinye elincinci endiza kulithatha kule veki ukuhlonipha imida yam:**

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*Into endiyinyamezelayo ifundisa abanye indlela abafanele bandiphathe ngayo . Oko ndikubethelelayo kuba ngumkhwa—kubo nakum.*

  
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