



Healthy Boundaries Reader

2025

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Isingeniso

Lo mbhalo wakhiwe ngabakwa-NICRO ngokwesicelo sabahlomuli bethu. Yenziwa itholakale emphakathini jikelele njengengxenywe yenkonzo yethu yokunqanda ubugebengu nodlame. Abantu ngabanye nezinhlango zingase zisebenzise lo mbhalo ngezinjongo ezingenzi nzuzo nezemfundo.

Lo mfundi uqukethe amanothi achazayo, izibonelo nokuqukethwe okufundisayo, kanye neziqondiso nezeluleko.

Umgomo walo mfundi ukuhlinzeka ngolwazi olufundisayo ngemingcele enempilo ebudlelwaneni, ukuze abantu abathintekayo bakwazi ukwenza izinqumo ezinolwazi mayelana nezimo zabo zamanje nezesikhathi esizayo.

Lesi sifundo singasetshenziswa futhi ngokuhlanganyela nabafundi abalandelayo kanye nezincwadi zokusebenza, ezitholakala ekhasini le-NICRO Resources kuwebhusayithi yethu.

- Izincwadi Zokusebenzela Zokucindezela Kontanga Zentsha
- Ukuphatha I-Difficult People Guide
- I-Emotional Intelligence Workbook
- Ukuthuthukisa Ibhuku Lokusebenza Lokuqina
- Incwadi Yokusebenzela Yokubambisana Nomzali
- Ubudlelwano obunobuthi Reader

Iyini Imingcele Enempilo?

Imingcele enempilo ichazwa ngokucacile imikhawulo engokomzwelo, engokomzimba, nengokwengqondo evikela inhlalakahle yakho kuyilapho ihlonipha ukuzimela kwabanye. Bakusiza ukuthi ugcine umuzwa wokuzicabangela wena olinganiselayo ebudlelwaneni futhi uqinisekise ukuhloniphana, ukuphepha, kanye nokucaca.

Izici Zemingcele Enempilo

- **Kucacile futhi Kuyaqiniseka** : Uveza izidingo zakho ngokuzola nangokuzethemba.
- **Ukungaguquguquki** : Uzicina njalo ukuze uqinise ukubaluleka kwazo.
- **Hlonipha** : Bahlonipha izidingo zakho *kanye* namalungelo abanye.
- **Kuyavumelana nezimo** : Ungakwazi ukuzivumelanisa nemingcele lapho kufanele khona ngaphandle kokwephula amanani akho ayinhloko.

Kungani Imingcele Enempilo Ibalulekile

Vikela inhlalakahle
engokwengqondo
nengokomzwelo

Vimbela ukucasuka
nokutubeka

Khulisa
ukuhloniphana
ebudlelwaneni

Nika amandla
ukuxhumana
okunempilo

Khuthaza ukukhula
komuntu siqu
nokuzihlonipha

Izibonelo Zemingcele Emibi Ezimweni Ezihlukene

Ngezansi kunohlu lwezibonelo **zethebula lemingcele engeyinhle** kuzo zonke izilungiselelo ezine ezibalulekile zobudlelwano: **umsebenzi, umndeni, abangani**, nobudlelwano **bezothando**.

Izibonelo Zemingcele Emibi

Sebenza

- Ukuthi “yebo” kuso sonke isicelo, ngisho noma sigcwele kakhulu noma singekho emsebenzini
- Ukuvumela umphathi noma osebenza naye ukuthi akhulume nawe ngokudelela ngaphandle kokuphikisa
- Ukuthwala izibopho zabanye ngenxa yecala noma ukwesaba ukungqubuzana
- Ukuphendula ama-imeyili omsebenzi noma amakholi ngesikhathi somuntu siqu ngoba unomuzwa wokuthi “kufanele”
- Ukwamukela ukwebiwa kwezikweletu noma ukusola ngaphandle kokukhuluma

Umndeni

- Ukuvumela izihlobo zikwenzele izinqumo njengomuntu omdala (isb., ukuthi uhlala kuphi, ukuthi ubani ozophola)
- Ukuzizwa ubophekile ukuba khona kuzo zonke izenzakalo zomkhaya, ngisho nezindleko zempilo yakho
- Ukungavunyelwe ubumfihlo noma indawo yomuntu siqu ekhaya lakho
- Ukwamukela ukugxekwa noma ukubekwa icala ngaphansi kokucasha ngokuthi “unjalo nje umndeni”
- Ukuxhashazwa ngokwezimali noma ukuxhashazwa ngokomzwelo yilungu lomndeni

Abangane

- Ukusekela njalo kodwa angakutholi njengembuyiselo
- Ukucindezelwa emisebenzini noma ezimeni ongakhululekile kuzo

- Ukubekezelela inhlebo, ukukhaphela, noma ukuphawula okunemuva ngaphandle kokukhuluma ngakho
- Hlala ulungisa uhlelo lwakho noma izinhlelo ukuze zivumelane nezabo
- Ukuzizwa wesaba ukusho ukuthi “cha” noma ukuveza umbono ohlukile

Ubudlelwano Bothando

- Ukudela izidingo zakho noma izindinganiso zakho ukuze ugweme ukungqubuzana noma "ukugcina ukuthula"
- Ukuvumela umona noma ukulawula ukunquma ukuthi ubona noma ukhuluma nobani
- Ukwamukela ukuhlukunyezwa ngokomzwelo, ngamazwi, noma ngokomzimba njengokuthi “okuvamile” noma kuyathethelelwa
- Ukuzizwa unecala ngokufuna isikhathi uwedwa noma isikhathi nabangane/umndeni
- Ukungakwazi ukuveza ukunganeliseki noma izidingo ngaphandle kokwesaba ukuhlela ngokomzwelo

Kwenzekani Ngokusebenzisa Uma Singenayo Imingcele Enempilo?

Uma ungenayo imingcele enempilo, imiphumela ingaba mibi kakhulu futhi ilimaze—ngokwengqondo, ngokomzwelo, ngisho nasemzimbeni . Ngezansi ukuhlukaniswa okuhlelekile kwemiphumela:

Ngaphandle kwemingcele enempilo:

- Ulahlekelwa ukulawula isikhathi sakho, amandla, nendawo engokomzwelo.
- Usengozini yokuxhashazwa kanye namandla anobuthi.
- Impilo yakho yengqondo nokuzihlonipha kuyawohloka ngokuhamba kwesikhathi.

Ukubeka imingcele akuyona into ewubukhazikhazi—kubalulekile . Kuyindlela ovikela ngayo inhlalakahle yakho ngenkathi ugcina ubudlelwano obunenhlonipho nobusebenzayo.

1. Ukukhathala kanye nokutubeka ngokomzwelo

- a. Ukuhlala uvumela izimfuno zabanye noma ukunganaki izidingo zakho kuholela ekuncipheni.
- b. **Isibonelo** : Ukuthi “yebo” njalo emsebenzini noma ebudlelwaneni kukushiya udiniwe, ucasukile futhi ukhungathekile.

2. Ukulahlekelwa Ubunikazi

- a. Lapho usamukela abanye kakhulu, uqala ukukhohlwa izindinganiso zakho, izinto ozifunayo, nemingcele.
- b. **Isibonelo** : Uyavumelana nabanye ukugwema ukungqubuzana, noma ngabe kuphambene nezinkolelo zakho.

3. Kwandise Ukucasuka

- a. Ukuzaba ngokweqile kanye nokuthathwa kalula kwakha intukuthelo ethule, engaqhuma kamuva.
- b. **Isibonelo** : Usiza umngane ngokuphindaphindiwe ngaphandle kokuphindisela, bese uyaphuma ngenxa yokukhungatheka okuyibhodlela.

4. Amaphethini Obudlelwano Anobuthi

- a. Ukuntuleka kwemingcele kuheha abantu abalawulayo, abakhohlisayo, noma abancikile.
- b. **Isibonelo** : Uzakwethu uhlasele ubumfihlo bakho noma ufuna ukunakwa njalo, futhi uzizwa ungakwazi ukuthi “cha.”

5. Ukukhathazeka Nokucindezeleka

- a. Ukujabulisa abantu njalo nokugwema izingxabano kungadala ukukhathazeka okungapheli kanye nokushuba kwangaphakathi.
- b. Kungase futhi kukwenze ulahlekelwe umbono wokuthi ungubani njengoba uwaynele ukushintsha ubuntu bakho ukuze abanye bakuthole ujabulisa kakhudlwana.
- c. **Isibonelo** : Ukukhathazeka ngokweqile ngokucasula abanye noma ukungathandwa.

6. Ukuzethemba Okuphansi kanye Nokuzethemba

- a. Ukwehluleka ukuvikela izidingo zakho kufundisa ukuqaphela kwakho ukuthi imizwa yakho nemikhawulo akusho lutho.
- b. **Isibonelo** : Uzizwa ungabonakali, ungabalulekile, noma usetshenziswa ebudlelwaneni bomuntu siqu noma bomsebenzi.

7. Ukuthatha Izingqumo Okungalungile

- a. Ngaphandle kwemingcele, ungavumela abanye ukuthi bathonye noma bachithe izingqumo zakho.
- b. **Isibonelo** : Uvumela umndeni noma ontanga ukuthi bakuphushele ezingqumweni ezingahambisani nezimiso noma izidingo zakho.

8. Ivumela Ukungasebenzi

- a. Ngaphandle kwemingcele, ungavumela ngokungenhloso ukuziphatha kwabanye okungenampilo—njengokulutheka, ubuvila, noma ukuhlukumeza.
- b. **Isibonelo** : Ukubheka ukwehluleka okuphindaphindiwe kozakwenu ngoba uzizwa unecala ngokuthi cha.

Kungani Abanye Abantu Benqaba Ukuhlonipha Imingcele Yabanye?

Abantu bangase benqabe ukuhlonipha imingcele yabanye ngenxa yezizathu eziningi ezingokwengqondo, ezingokomzwelo, nezokuziphatha . Ezimweni eziningi, lokhu kwenqaba akukhona ukungazi kodwa kuwukubonakaliswa kwelungelo, izinkinga zokulawula, noma imikhuba engenampilo yobudlelwane.

Ukuhlala ungayinaki imingcele yothile kuwuphawu lokungahloniphi—kungakhathaliseki ukuthi uyazi noma cha . Izimbangela eziwumsuka azikuthetheleli ukuziphatha , kodwa ukuziqonda kungakusiza ukuthi uphendule ngempumelelo futhi uvikele inhlalakahle yakho.

1. Control noma Power Dynamics

Abanye abantu abayinaki imingcele ukuze balondoloze ukubusa noma ukulawula ebuhlotsheni.

- **Isibonelo**: Uzakwethu uphikelela ekwazini ukuthi ukuphi ngaso sonke isikhathi , naphezu kokutshelwa ukuthi kukwenza ungakhululeki.
- **Isibonelo**: Umphathi uhlala ekuphoqa ukuthi usebenze sekwephuzile, ngisho noma usushilo ukuthi kuthinta impilo yakho.

2. Umuzwa Wokufaneleka

Bakholelwa ukuthi ukweleta ukufinyelela isikhathi sakho, amandla, noma izinsiza, kungakhathaliseki imizwa yakho.

- **Isibonelo**: Ilungu lomndeni lifuna imali noma izibonelelo futhi liba nobutha noma likugodle lapho wenqaba.
- **Isibonelo**: Umngane ufika engamenywanga, ecabanga ukuthi wamukelekile njalo.

3. Ukuntula Ukuqwashisa Ngokomzwelo noma Ukuvuthwa

Bangase bangabi nakho ukuzazi noma ukukhula ngokomzwelo ukuze baqonde ukuthi izenzo zabo zibathinta kanjani abanye.

- *Isibonelo:* Othile uyaqhubeka nokwenza amahlanya angafanele ngisho nangemva kokuba ecelwe ukuba awayeke.
- *Isibonelo:* Umuntu wabelana ngokweqile noma uhlasela indawo yomuntu siqu, engazi ukuthi akulungile.

4. Ukuziphatha Okufundiwe noma Isimo Somndeni

Bakhulela ezindaweni lapho imingcele yayingekho khona noma yayiphulwa njalo.

- *Isibonelo:* Umuntu okhulele emndenini olawulayo angase abone ukuziphatha okuhlaselayo “njengokuvamile” noma “ukukhathalela.”
- *Isibonelo:* Balingisa amandla angasebenzi afundwa kubazali noma abanakekeli.

5. Ukukhohlisa noma Ukukhanyisa Ngegesi

Abanye basebenzisa ukwephulwa kwemingcele njengesu lokudicilela phansi, ukudida, noma ukulawula abanye.

- *Isibonelo:* Uzakwethu uchitha izicelo zakho zesikhala ngokukubiza ngokuthi “ubugovu” noma “uyabanda.”
- *Isibonelo:* Osebenza naye uhlale elahla umthwalo wakhe womsebenzi kuwe futhi abeke ukwenqaba kwakho njengokuthi “akuyena umdlali weqembu.”

6. Ukungavikeleki noma Ukwesaba Ukulahlwa

Bangase babambelele kubantu noma bakhiphe imingcele ekukhathazekeni, badinga ukuqinisekiswa njalo.

- *Isibonelo:* Umaqondana uyathukuthela lapho wenza izinhlelo ezizimele, esaba ukwaliwa.
- *Isibonelo:* Umngane uyaphatheka kabi uma ubeka imikhawulo yesikhathi noma ungaphenduli ngokushesha imilayezo.

7. I-Narcissism noma Ukuzicabangela

Abazibheki izidingo zakho njengezibalulekile futhi balindele ukuthi umhlaba uzungeze kubo.

- *Isibonelo:* Umuntu uyaphazamisa, akhulume ngawe, noma ashaye indiva imingcele ebekwe ngokucacile.
- *Isibonelo:* Basabela ngokuzivikela noma ngokucasuka lapho uziqinisa.

8. Ukuhlola Imikhawulo Yakho

Abanye bacindezela imingcele ukuze babone ukuthi yini abangayibalekela . Uma ingekho imiphumela, iyaqhubeka noma inyuke.

- *Isibonelo:* Othile ulokhu ecela umusa naphezu kokuthi cha kaningi, ngethemba lokuthi uzogcina uvumile.

- *Isibonelo:* Uzakwethu kancane kancane ukhulisa ukulawula ukuziphatha, ukuziba ukuphikisa kwangaphambi kwesikhathi.

Ukubhekana Nezimo "Zomndeni Kuqala".

Ukubhekana "Nomkhaya Kuqala" Izimo zingase zibe inselele ikakhulukazi lapho uzama ukubeka imingcele enempilo, ufuna inkululeko, noma uvikele inhlalakahle yakho—ikakhulukazi emasikweni noma ezindaweni lapho ukwethembeka komkhaya kulindeleke ukuba kudlule izidingo zomuntu siqu.

Lokho "Umndeni Kuqala" Okuvame Ukusho Ku-Toxic Dynamics

Ezinhlaleni zomndeni ezinobuthi noma ezingavuthiwe ngokomzwelo, *"umndeni kuqala"* kuvame ukuba yikhodi:

- "Ungasibuzi."
- "Thula ngokungasebenzi kahle."
- "Izidingo zakho azinandaba."
- "Usikweleta ukufinyelela isikhathi sakho, imali, noma umsebenzi ongokomzwelo."

IZIMO EZIVAMILE KANYE NEZIMPENDULO EZINEMPILO

Unecala Ngokubeka Eghulwini Impilo Yakho

Abakushoyo: "Ngemva kwakho konke esikwenzele kona, awukwazi ngisho ukuza kulo mcimbi womndeni?"

Impendulo

"Ngiyakwazisa ongenzele khona, kodwa kufanele ngenze izinqumo ezisekela inhlalakahle yami futhi .

Kulindeleke ukuthi Ubekezelele Ukungahloniphi Ngoba 'Kuwumndeni'

Abakushoyo: "Awukwazi ukumane unqume umfowenu—uwumndeni."

Impendulo:

"Ukuba umkhaya akuniki umuntu imvume yokungiphatha kabi . Inhlonipho iyimfuneko eyisisekelo kubo bonke ubuhlobo bami."

Ucindezelwe Ukuzidela Kwezezimali noma Kwemizwa

Abakushoyo: "Umkhaya uyasizana—ingabe uthi ngeke ubondle abazali bakho?"

Impendulo:

"Ngikholelwa ekusekeleni umkhaya, kodwa hhayi ngokulahlekelwa impilo yami engokwengqondo, engokomzwelo, noma engokwezimali .

Ukuzimela Kwakho Kubukelwa phansi

Abakushoyo: "Siyazi ukuthi yini engcono kuwe—kufanele ulalele umkhaya wakho."

Impendulo:

"Ngiyakwazisa ukufaka kwakho, kodwa ngidinga ukuphila impilo yami futhi ngifunde ezinqumweni zami."

Utshelwa Ukuthi Unobugovu Ngokubeka Imingcele

Abakushoyo: "Selokhu waqala ukwelapha, usuphenduke ubugovu futhi ubanda."

Impendulo:

" Ngisebenzela ukuba nempilo engcono, hhayi ubugovu . Imingcele ivikela ukuthula kwami - ayikona ukuhlasela kuwe."

IZIMISO EZIYINHLOKO LAPHO UBHEKENE NENGCIENZEZI “YOMNDENI KUQALA”

1. Imingcele Ayikona Ukukhaphela
2. Ukubeka imikhawulo akusho ukuthi uwufulathele umndeni . Kusho ukuthi uyenqaba ukuzidela ukuze ulondoloze amandla angasebenzi.
3. Isibopho Asifani Nothando
4. Uthando olunikezwa endaweni yecala, impoqo, noma ukwesaba akulona uthando — luwukulawula .
5. Ungabathanda Abantu Abakude
6. Uma amalungu omndeni eqhubeka ekulimaza, ibanga alikona ukudelela; kungukusinda .
7. Ukuba Nobudlelwano Akulingani Ilungelo Noma Isibopho
8. Ubudlelwano begazi abunikezi muntu ilungelo lokukuphatha kabi, ukukuxhaphaza, noma ukukusebenzisa.

INDLELA YOKUPHOQELELA IMINGCELE LAPHO UHLANGABEZWA “NOMKHAYA KUQALA” PUSHBACK

- **Zola kodwa uqine** . Ungazithetheleli noma uchaze ngokweqile . U-“cha” wakho wanele.
- **Phinda umngcele wakho uma kudingeka** . “Njengoba ngishilo, ngeke ngilubhade.”
- **Gwema udobo** . Ungangeni ezingxabanweni ezihloselwe ukususa iphuzu lakho.
- **Setha imiphumela** . “Uma lokhu kuqhubeka, ngizoyishiya ingxoxo.”
- **Landela** . Imingcele engenamiphumela iyiziphakamiso nje.

Kungani Ukubeka Imingcele Enempilo Kungekona Ubugovu Noma Kungalungile

Ukubeka imingcele kuyingxenywe ebalulekile yokugcina inhlonipho, isithunzi, nokuphila kahle kunoma ibuphi ubuhlobo . Kubalulekile ukuqonda ukuthi imingcele ayiphathelene nokulawula noma ukukhawulela abanye, kodwa imayelana nokuzivikela kanye nokukhuthaza ukusebenzisana okunempilo.

Ukubeka imingcele kuyindlela edingekayo, enobulungisa, nehloniphekile yokugcina ukulingana ebudlelwaneni . Kuyisenzo sokuzinakekela, hhayi ubugovu, futhi kubalulekile ekukhuthazeni ukuxhumana okunempilo, okusimeme okusekelwe ekuqondaneni nasekuhlonipheni.

1. IMIKHAWULO ITHUTHUKISA UKUHLONIPHA

- Imingcele icacisa ukuthi yikuphi ukuziphatha okwamukelekayo, ikhuthaza inhlonipho nhlangothi zombili.
- Bakha uhlaka lapho bobabili abantu bezizwa bephephile futhi behlonishwa, kunokuba bekhungathekile noma bengenakiwe.
- Imingcele isekela inhlalakahle yomuntu siqu
- Wonke umuntu unemingcele kulokho angakubekezelela ngokomzwelo, ngokomzimba, nangokwengqondo.
- Ukubeka imingcele kuqinisekisa ukuthi izidingo zakho ziyahlangatshezwa futhi kuvimbela ukutubeka, ukucasuka, noma ukulimala.

2. IMIKHAWULO ITHUTHUKISA IKHWALITHI LOBUDLELWANO

- Imingcele ecacile inciphisa ukungezwani nokungqubuzana ngokubeka okulindelekile.
- Bavumela ubudlelwano ukuthi buphumelele ekuthembekeni nasekukhulumeni ngokwethembeka.

3. IMIKHAWULO IYIFOMU YOKUZIHLONIPHA, HHAYI UBUGOVU

- Ukunakekela izidingo zakho kubalulekile; ukuzishaya indiva kungaholela eziguquguqukayo ezingenampilo.
- Ukubeka phambili inhlalakahle yakho akusho ukungabahloniphi abanye—kusho ukuzazisa ngokulinganayo.

4. IMIKHAWULO AYIYIBAMBILI INKULULEKO YABANYE

- Unesibopho ngemikhawulo yakho, hhayi indlela abanye abakhetha ukuphendula ngayo.
- Imingcele enempilo imema abanye ukuthi bahloniphe indawo yakho nokukhetha ngaphandle kokubaphoqa ukuthi bashintshe bengafuni.

Izinhlobo Zemingcele Enempilo Nezibonelo

Uhlobo Lomngcele	Incazelo	Izitatimende eziyisibonelo
Imingcele Engokomzwelo	Vikela imizwa yakho nendawo yemizwa.	“Angikhululekile ukukhuluma ngaleso sihloko njengamanje.”
Imingcele Engokomzimba	Chaza indawo yomuntu siqu kanye nezintandokazi zokuthinta ngokomzimba.	“Ngicela ungangithinti ngingabuzanga.”
Imingcele Yesikhathi	Vikela isikhathi namandla akho.	“Ngeke ngikwazi ukuhlala sekwephuzile, sengiwenzile izinhlelo ngemva komsebenzi.”
Imingcele Yengqondo	Hlonipha ilungelo lakho lokucabanga, izinkolelo, kanye nezindinganiso zakho siqu.	“Ngiyawuqonda umbono wakho, kodwa ngibona izinto ngendlela ehlukile.”
Imingcele Yezinto Ezibalulekile	Beka imikhawulo yokuthi izinto zakho zisetshenziswa noma zabiwe kanjani.	“Angiyiboleki imoto yami, ngiyaxolisa.”
Imingcele Yedijithali	Lawula phezu kokuba khona kwakho ku-inthanethi kanye nokufinyelela empilweni yakho yedijithali.	“Ngicela ungangeni ocingweni lwami.”

Izibonelo Zemingcele Enempilo Ezimeni Ezihlukene

1. Sebenza

- Ukuthi “cha” emisebenzini eyeqa umthamo wakho noma engaphandle kwendima yakho.
- Ukushiya umsebenzi ngesikhathi futhi ungahloli ama-imeyili ngemva kwamahora ngaphandle uma kuyisimo esiphuthumayo.
- Ukucela ukuxhumana okunenhlonipho, nobuchwepheshe—kungakhathalekile ukuthi ungakanani.
- Ukungabekezeleli inhlebo noma ukudonswa kwipolitiki yezikhundla.
- Ukwabela abanye imisebenzi lapho kufaneleka kunokuzithathela yonke into ngokwakho.
- Ukubeka imikhawulo ekutholakaleni kwakho (isb. “Ngizophendula ama-imeyili phakathi namahora okusebenza.”)

2. Umndeni

- Eyenqaba ngokuzithoba imibuzo ezixakayo mayelana nempilo yakho yomuntu siqu.
- Ukukhetha ukungayi emicimbini yomndeni elimaza impilo yakho yengqondo.
- Ukucela ukuthi ubumfihlo bakho buhlonishwe ekhaya lakho noma ezinqumweni zakho.

- Ukuphoqelesa imikhawulo mayelana nosizo lwezezimali (isb., “Angikho esimweni sokuboleka imali.”)
- Ukwenqaba ukuhileleka noma ukulamula izingxabano zomkhaya- ukuthula akudingeki kugcinwe, ukuthula kweqiniso kuwubulungisa.
- Njengomuntu ogcina ukuthula, akanakho ukuthula.
- Ukugcina ukuzimela kwakho ezinqumweni zabantu abadala (isb, umsebenzi, ubudlelwano, umzali).

3. Ubungane

- Ukwazisa abangani uma udinga isikhathi noma isikhala ukuze ushaje kabusha.
- Ukwenqaba izimemo noma izicelo ngaphandle kwecala.
- Ukusho izidingo zakho ngokucacile (isb., “Angilitholi lelo hlala lihlekisa—ngicela ungalisho eduze kwami.”)
- Ukulindela ukusekelwana, hhayi umsebenzi womzwelo wohlangothi olulodwa.
- Ukugwema abangani abahlale beqa imingcele yakho noma abakukhohlisayo.
- Ukuxhumana nemikhawulo yakho ngesikhathi, amandla, nezihloko zengxoxo.

4. Ubudlelwano Bothando

- Ukugcina izintshisekelo zakho, ubungane, kanye nemikhuba ngaphandle kobudlelwano.
- Ukuxhumana uma kukhona okukuhluphayo esikhundleni sokukucisha.
- Ukuqinisekisa isidingo sakho sokuphepha ngokomzwelo nangokomzimba ngaso sonke isikhathi .
- Ukwenqaba ukulawula ukuziphatha, okuhlanganisa ukukuqapha noma ukukhulukanisa nabanye.
- Ukwethembeka ngemikhawulo yakho nalokho okulindele ebudlelwaneni obuseduze, ezezimali, nezinhlelo zesikhathi esizayo .
- Ukuthi “cha” ngaphandle kwencazelo noma ukwesaba ukungqubuzana lapho okuthile kungezwakali kahle.
- Abantu empilweni yakho abadinga imingcele, ngokuvamile bayoba nokusabela okungekuhle okunamandla lapho ubeka imingcele.
- Uma ukwethuka noma ukwethuka lokhu- njengoba kungase kube nzima ekudlaleni indima ethile nomuntu omethembayo empilweni yakho kuqala.

Ukwazi Izimiso Zakho Eziyinhloko Kubalulekile Ekuthuthukiseni Nokugcina Imingcele Enempilo

imingcele yakho kumanani akho **ayinhloko** kungenye yezindlela ezisebenza kahle kakhulu zokuqinisekisa ukuthi imikhawulo oyibekayo ayishintshi nje kuphela kodwa futhi inenjongo ejulile . Uma imingcele igxilile kumanani, iba lula ukuyivikela, kuba nzima ukuyekethisa, futhi ibe yiqiniso nakakhulu kulokho oyikho.

KUNGANI UXHUMANISA IMINGCELE NAMAGUGU ABALULEKILE?

- **Ukucaciseleka** : Uyaqonda *ukuthi kungani* umngcele ubalulekile— awunasizathu .
- **Ukuzethemba** : Maningi amathuba okuthi ukuphoqebele, ngisho nangaphansi kwengcindezi.
- **Ukungaguquguquki** : Kukusiza ukuthi ugweme ukuba necala noma ukudideka lapho abanye behlehla.
- **Ubuqotho** : Izinketho zakho zihambisana nokuthi ungubani nokuthi umeleni.

IZIBONELO ZAMAGUGU ABALULEKILE NEMINGCELE EXHUNYIWE

Inani eliyinhloko	Isibonelo somngcele
Inhlonipho	"Angikubekezeleli ukuphazanyiswa noma kukhulunywe naye ngephimbo elilulazayo."
Ukwethembeka	"Angikhululekile ukuqhubeka nale ngxoxo uma singaphumeleli."
Ukuzimela	Ngingquma ukuthi ngisisebenzisa kanjani isikhathi sami, ngisho noma abanye emkhayeni wakithi bengavumelani."
Ukuba nokuthula	"Angizibandakanyi ezingxabanweni ezandisayo noma ezihlukumeza ngokomzwelo."
Ubulungisa	"Ngeke ngiqhubeke nokusekela ebudlelwaneni obunohlangothi olulodwa—kudinga ukuphindiselana."
Impilo (Engqondweni/Engokwenyama)	Ngeke ngidele ukulala noma ukuzinakekela ukuze ngihlangabezane nezidingo zomsebenzi ezingenangqondo.
Ukwethembeka (Kumina Nakwabanye)	"Ngizosisusa ezimeni lapho abantu behleba noma behleba."

Inani eliyinhloko	Isibonelo somngcele
Ubuqiniso	"Ngizokhuluma uma kukhona okungikhathazayo kunokuthi ngenze sengathi konke kuhamba kahle."

UNGAWABONA KANJANI AMAGUGU AKHO FUTHI UQONDANISE IMINGCELE YAKHO

Isinyathelo 1: Thola Amanani Akho Abalulekile

Zibuze:

- Yini engiyidingayo ukuze ngizizwe ngilondekile ngokomzwelo?
- Yiziphi izenzo engingafuni ukukwamukela kwabanye?
- Yiziphi izimiso engingazimisele ukuyekethisa?

Bhala phansi izindinganiso zakho eziphezulu ezi-5-10 (isb., inhlonipho, iqiniso, ukwethembeka, ukuzola, inkululeko, ukungakhethi).

Isinyathelo sesi-2: Bheka Lapho Izimiso Zakho Zephulwa

Bheka izindawo empilweni yakho lapho ungakhululekile , uthukuthele, udiniwe, noma ucasukile.

Buza: *Yikuphi okubalulekile kwami okungahlonishwa lapha?*

Isibonelo:

- Uzizwa ukhathele ngemva kokuhlangana komndeni → ukubaluleka **kokuphepha ngokomzwelo** kuyephulwa.
- Uyayisaba imihlangano yeqembu lapho uhlala uphazanyiswa khona → **inhlonipho** iyanyathelwa.

Isinyathelo sesi-3: Setha Umngcele Ngokusekelwe Kulelo Valu

Faka uhlaka lomngcele wakho ukuze ubonise lokho okuvikela inani.

Inani: Isikhathi namandla

→ “ Ngitholakala kuphela emhlanganweni owodwa ngosuku ngaphandle kwamahora ahleliwe .

Inani: Umusa

→ Uma ingxoxo yethu iba nenzondo , ngizoyiyeka .

Khuluma Imingcele Ngolimi Olusekelwe Kuvelu

Ukusebenzisa amanani ekuxhumaneni kungasiza ekuhlukaniseni ukuzivikela:

- “Ngiyakwazisa ukwethembeka ebudlelwaneni bami, ngakho-ke ngidinga ukuthi sibonisane.”
- “Ngenxa yokuthi ngiyabukhathalela ubudlelwano bethu, ngibeka lo mngcele ukuze buhlale bunempilo.”
- “Inhlonipho ibalulekile kimina—lokhu kuziphatha akuhambisani nalokho.”

Ukubeka Imingcele Enempilo

Nansi inkomba yesinyathelo nesinyathelo yokusetha nokuphatha imingcele enempilo.

ISINYATHELO 1: KHOMBA IMIKHAWULO YAKHO NGOKUCACILE

- Zindla ngokuthi ikuphi ukuziphatha okuthola kwamukeleka nalokho ongakwenzi .
- **Izibonelo :**
 - "Ngidinga ukuxhumana okuthembekile ngaphandle kokumemeza."
 - "Angikhululekile ngokuphazanyiswa."
 - "Ngidinga isikhathi ngedwa ukuze ngiphinde ngishaje ngemva komsebenzi."

ISINYATHELO 2: XHUMANA IMIGWELO YAKHO NGOKUZOLA KANYE KAHLE

- Sebenzisa izitatimende ezithi "Mina" ukuveza izidingo zakho ngaphandle kokusola.
- **Imishwana eyisibonelo:**
 - "Ngizizwa ngingahlonishwa uma ngiphazanyiswa, ngakho ngidinga ukuthi sivumelane siqedele ukukhuluma."
 - "Ngidinga isikhathi sokuthula ngemva komsebenzi ukuze nginciphise ukucindezeleka, ngakho ngeke ngiphendule ngokushesha imilayezo."
 - "Angilungile ngokugxekwa kanzima; ngicela ukhulume nami ngenhlonipho."

ISINYATHELO SESI-3: BUKA IMPENDULO YOMUNYE UMUNTU

- Ubudlelwano obunempilo buhlonipha imingcele . Qaphela uma belalela futhi balungise indlela yokuziphatha.
- Uma bephendula kahle: "Ngiyabonga ngokuqonda isidingo sami sesikhala."

ISINYATHELO 4: SEBENZA IMIKHAWULO YAKHO UMA INAKWA

- Bakhumbuze ngokuqinile kodwa ngenhlonipho uma beqa imingcele yakho futhi.
- **Imishwana eyisibonelo:**
 - " Ngikucelile ukuthi ungaphakamisi izwi lakho uma sikhuluma . Ngicela ukuhloniphe lokho."
 - "Ngidinga ukuthi uyeke ukungiphazamisa; kwenza kube nzima ukuxhumana."
 - Uma kunesidingo, khawula noma umise okwesikhashana ukusebenzelana:
 - Njengoba umngcele wami ungahlonishwa, ngidinga ukuba nekhefu kule ngxoxo.

ISINYATHELO 5: THATHA IMIPHUMELA KAKHULU

- Uma umuntu eqhubeka nokudelela imingcele yakho, cabangela imiphumela efanele.
- **Izibonelo zemiphumela:**
 - Ukunciphisa isikhathi esichithwa ndawonye.
 - Ukufuna ukwesekwa kwabanye noma ochwepheshe.
 - Ukuqeda ubuhlobo uma ubuthi buqhubeka futhi bulimaza inhlalakahle yakho.

- **Isitatimende esiyisibonelo:**

- " Sengikhulume nezidingo zami ngokucacile izikhathi eziningi . Uma lokhu kuqhubeka, ngizodinga ukuziqhelelanisa ukuze ngivikele inhlalakahle yami."

ISINYATHELO 6: BHEKA KUQALA IMPILO YAKHO

- Gcina imingcele ngokungaguquki; ungafaki engozini impilo yakho yengqondo noma yomzimba.
- Funa ukusekelwa kubangani obathembayo, umndeni, noma ochwepheshe lapho kudingeka.
- Khumbula, ukuhlonipha imingcele yakho kuwuphawu lokuzihlonipha namandla.

Isifinyezo Isibonelo

- **Umngcele:** "Ngidinga ukuxhumana okunenhlonipho ngaphandle kokumemeza."
- **Setha:** "Ngicela ukhulume ngomoya ophansi uma sixoxa ngezinkinga."
- **Uma uzitshiwe:** " Ngicela futhi ukuxhumana okuzolile . Uma lokhu kuqhubeka, ngizoyiyeka ingxoxo."
- **Uma namanje uzitshiwe:** Njengoba ungawuhloniphi umngcele wami, ngike ngithathe ikhefu kulobu buhlobo kuze kube yilapho sekwazile ukukhulumisana ngenhlonipho."

Imishwana Eqinisekisa Umngcele

Imingcele Ejwayelekile

- Angitholakali ngalokho okwamanje.
- Lokho akungisebenzeli .
- Ngidinga isikhathi sokucabanga ngalokhu ngaphambi kokuphendula.
- Angikhululekile ngalokho.
- Ngicela ungangikhulumisi kanjalo.
- Isinqumo sami ngisithathile futhi angisishintshi .
- Ngidinga ukuthi uhloniphe indawo yami.
- Leso sihloko asivunyelwe kimi.
- Ngeke ngisaqhubeka ngizibandakanya kule ngxoxo.
- Ake siphinde sikuvakashele lokhu lapho sobabili sizolile.
- Ngikhetha ukungakwenzi.
- Akuyona into engifuna ukungena kuyo.
- Yisinqumo sami nje leso .
- Angizizwa ngikhululekile ukuxoxa ngakho.
- Sengisithathile isinqumo.
- Angicabangi ukuthi kuyinto okufanele ngiyichaze.
- Kungcono ngingangeni kukho, ngiyabonga.
- Yindlela engizizwa ngayo njengamanje.
- Angisiboni isidingo sokuqhubeka nokuchaza

Imingcele Yendawo Yokusebenzela

- Angikwazi ukwenza imisebenzi eyengeziwe okwamanje .
- Asinamathele ezihlokweni ezihlobene nomsebenzi ngesikhathi somsebenzi.

- Ngicela ukhulume nami ngenhlonipho, noma kukhona ukungaboni ngaso linye.
- Ngincamela ukugcina impilo yami yomuntu siqu ihlukene nomsebenzi.
- Uma unempendulo, sicela wabelane ngayo ngendlela eyakhayo.

Imingcele Yomndeni

- Ngityaqonda ukuthi unemibono eqinile, kodwa lokhu ukukhetha kwami.
- Ngidinga ukuthi uyeke ukuphawula ngempilo yami yomuntu siqu.
- Ngeke ngibekezelele ukuba necala ekuthobeleni umthetho
- Angixoxi nawe lokho.
- Uma uqhubeka, ngizodinga ukuyishiya ingxoxo.
- Ngityaqonda ukuthi lokhu kunzima kuwe kodwa futhi kufanele ngihloniphe imingcele yami
- Lokhu akukhona ukuhlasela, lona umngcele/umkhawulo enginawo, akusho ukuthi ngikuthanda kancane.
- Uma ubudlelwano buzoqhubeka ngale ndlela, kungase kudingeke sibheke nje ukuxhumana ngombhalo okwesikhashana/ noma sithathe ikhefu isikhashana.

Imingcele yobungane

- Angikhululekile ngendlela okhuluma ngayo nami.
- Ngidinga indawo khona manje . Akukona okomuntu siqu.
- Ngityajabula ukukweseka, kodwa nami ngityakudinga ukusekelwa.
- Ngicela ningangifaki emdlalweni noma ekuhlebeni.
- Ngityakwazisa ukwethembeka, kodwa futhi ngilindele umusa.

Imingcele Yobudlelwano Bothando

- Ngidinga isikhathi ngedwa ukuze ngihlanze ikhanda lami.
- Ngeke ngivume ukulawulwa noma ukukhohliswa.
- Ngilindele ukuhloniphana kulobu budlelwano.
- Ngivunyelwe ukuchitha isikhathi nabangane nomndeni.
- Lokhu kuziphatha akwamukelekile futhi kudinga ukuyekwa.

Ukuthi Cha ku-Izicelo Zemishwana Yemingcele

Izitatimende Ezilula Neziqondile “Azikho”

- “Cha, angitholakali.”
- “Cha, lokho akungisebenzeli.”
- “Ngiyabonga ngokungicabangela, kodwa kuzomele ngidlule.”
- “Angikwazi ukuzinikela kulokho.”
- “Akuyona into engingayenza manje leyo.”
- “Ngiyabonga ngesipho, kodwa ngizokwenqaba.”
- “Ngithi cha ukuze ngihloniphe izinto eziza kuqala kimi.”
- “Anginawo amandla alokho.”
- “Nginezinye izibopho okufanele ngigxile kuzo.”
- “Cha, ngigcina uhlelo lwami lucacile.”

Uma Ufuna Ukuba Nesizotha Kodwa Uqine

- “Ngiyabonga ngokubuza, kodwa kuzomele ngenqabe.”
- “Ngiyababula ukubuza, kodwa angikwazi ukuzibamba kulokhu.”
- “Ngiyethemba uyaqonda, kodwa ngidinga ukwenqaba.”
- “Akuyona into engikhululekile ngayo leyo.”
- “Ngithatha igxathu ekuzibophezeleni okusha.”

Uma Uthi Cha Emakhisini Emizwa noma Isikhathi

- “Ngivikela isikhathi namandla ami, ngakho ngithi cha.”
- “Ngifunde ukuthi kufanele ngibeke imingcele kulokho engikwenzayo.”
- “Nginepuleti eligcwele futhi angikwazi ukukuthwala.”
- “Ngidinga ukubeka phambili ukuphumula njengamanje.”

Uma Udinga Ukwenqaba Izicelo Eziphindaphindiwe

- “Sengivele ngasho ukuthi cha, futhi lokho akukashintshi.”
- “Ngicela ungalokhu ubuza—ngicacele ngesinqumo sami.”
- “Ngizichazile izizathu zami. Ngingathanda ukuthi lokho kuhlonishwe.”

Amagama Agomela Umngcele Wezimo Ezithize

Uma othile ehlasela indawo yakho yomuntu siqu noma ubumfihlo:

- "Ngiyayazisa indawo yami siqu . Ngicela ungaphinde ukwenze lokho."
- " Lokho kuyimfihlo . Angikhululekile ukuxoxa ngakho."

Uma ucelwa ukuthi uthathe okungaphezu kwalokho ongakuphatha:

- Angikwazi ukuqhubeka nalokhu ngaphandle kokuxoxisana ngezinto ezibalulekile . "
- " Lokho kungaphandle komthamo wami . Uzodinga ukwabela kabusha."

Uma uzakwenu ekhuluma nawe ngokudelela:

- "Ngilindele ukuthi kukhulunywe nabo ngochwepheshe . Asiqhubeke uma lokho kungenzeka."
- "Le ndlela yokukhuluma ayamukelekile . Ngiyayiqeda manje le ngxoxo."

Lapho imingcele Yakho Yakhiwe Njengokuhlasela Komuntu Siqu

- "Ukuba nemingcele akusho ukuthi ngikuvalela ngaphandle—kusho ukuthi ngiyazinakekela."
- "Lokhu akukona ukukulawula . Kumayelana nokuvikela indawo yami."
- "Ngibeka lo mngcele ngoba ngidinga—hhayi ngoba ngithukuthele noma ngijezisa noma ubani."

Lapho kweqiwa imingcele yempilo yomsebenzi:

- "Angibambi izingcingo ngaphandle kwamahora okusebenza ngaphandle uma kuyisimo esiphuthumayo."
- " Sengisayinile lolu suku asiyixoxe kusasa."
- " Ngiwaqedile amahora engiwahlelile osuku . Lokhu ngizokuthatha ngesikhathi seshifu yami elandelayo."
- "Ngizibophezele ebhalansini yokuphila komsebenzi futhi ngeke ngitholakale isikhathi esengeziwe esingakhokhelwa."
- "Ngingakwazi ukusiza phakathi namahora engiwanikwe yinkontileka, kodwa ngeke ngidlule lapho namuhla."
- "Ngisekhefina lami lesidlo sasemini futhi ngizobuyela kulokhu uma ngibuyela etafuleni lami."
- "Okwamanje ngisekhefina futhi angitholakali ngezindaba zomsebenzi."
- "Izimpela-sonto yisikhathi somuntu siqu—ngizokhuluma ngalokhu phakathi nesonto lomsebenzi."
- "Ngenxa yokuthi abanye bakhetha ukwandisa ngokweqile akusho ukuthi ngizokwenza kanjalo."
- "Ukuhlonipha imingcele yami akungenzi ngizibophezele kancane—kungenza ngizinze."

Lapho izihlobo zeqa izinqumo empilweni yakho:

- "Ngiyabonga ukukhathazeka kwakho, kodwa lesi yisinqumo sami okufanele ngisithathe."
- "Angiceli iseluleko kulokhu—ukukwazisa nje engikunqumile."

- "Lokhu kukhetha kubonisa lokho okulungile kimi, ngisho noma kuhlukile kulokho obungakwenza."
- "Ngiyawuzwa umbono wakho, kodwa ngenza okuhambisana nezimiso zami."
- "Ngidinga indawo engingayenza futhi ngifunde kulokho engikukhethayo."
- "Lokhu akuvulelekile ukuthi kuxoxwe ngakho."
- "Angiwushintshi umqondo wami."
- "Ngicela uhloniphe ukuthi lolu udaba lomuntu siqu."
- "Sengisithathile isinqumo sami futhi ngingakujabulela ukungeseka kwakho—hhayi imibono yakho."
- "Angifuni ukugunyazwa—ngikwazisa ngesiqondiso sami."
- "Ngikhululekile ngomphumela wesinqumo sami, kungakhathaliseki ukuthi siyaphumelela noma cha."
- "Ngeke ngikuthethelele lokhu."
- "Unelungelo lokuthola umbono wakho, kodwa izwi lokugcina ngelami."
- "Ngiyakuzwa awuvumi, kodwa ngidinga ukwamukele."
- "Lena yimpilo yami, futhi ngizibophezele kulokho engikukhethayo."
- "Unelungelo lokuthola umbono wakho, kodwa ngizokwenza okungilungele."

Lapho Umngane Enciphisa Noma Echitha Imizwa Yakho

- "Ngidinga imizwa yami ithathwe ngokungathi sína, ngisho noma ubona izinto ngendlela ehlukile."
- "Kulungile ukuthi singavumelani, kodwa ngidinga ukuthi uhloniphe indlela engizizwa ngayo."
- "Uma ukushalaza engikushoyo, kungenza ngingafuni ukwabelana nabanye."

Lapho kusetshenziswa icala noma ukukhohlisa:

- "Ngeke ngizizwe nginecala ngokubeka izidingo zami kuqala."
- "Uma uqhubeka nokuzama ukungifaka icala, kuzomele ngiyinqande le ngxoxo."

Lapho abangani beqa imingcele yemizwa:

- "Ngifuna ukuba lapha ngenxa yakho, kodwa ngidinga nesikhala sokushajwa kabusha."
- "Kubalulekile ukuthi sobabili sizizwe sizwile ."
- "Ngiyakukhathalela, kodwa angikho esikhaleni esifanele sokucubungula lokhu njengamanje."
- "Singakwazi ukukhuluma ngento elula ? Ngizizwa ngicindezelwe emoyeni."
- "Angikwazi ukutholakala njalo uma ngifunwa, nakuba ngifuna ukukweseka."
- "Ngidinga isikhala namuhla—ngizohlengana nawe ngokuhamba kwesikhathi uma senginawo amandla."
- "Ngivunyelwe ukwenqaba noma ukucela indawo ngaphandle kokuthi ngizizwe nginecala."
- "Ubungane akufanele buhambisane nemibandela engokomzwelo."
- "Angikwazi ukufeza konke okulindelekile - futhi ngidinga ukuthi ukhululeke kulokho."

Lapho Ucindezelwa Ukuba Usebenzise Imali Noma Uyenze Okuthile Okuyingozi

- "Lokho akukho kubhajethi yami, futhi ngeke ngizelule ngakho."
- "Angikhululekile ngalelo cebo, ngakho-ke ngizolikhapha leli."
- "Ukuthi ulungile ngakho akusho ukuthi kufanele ngibe."

Lapho Unecala -Uthathwe Ukuthi Yebo

- Ukwenqaba akusho ukuthi anginandaba—kusho ukuthi nginemingcele."
- "Anginacala ngemizwa yakho ngemingcele yami."
- "Uma ngithi yebo ngenxa yecala, ngizogcina ngicasukile—futhi lokho akulungile kithi sobabili."

Uma ucindezelwa ezintweni:

- "Angifuni ukwenza lokho, futhi ngeke ngiwushintshe umqondo wami."
- "Cha ngiyabonga . Ngithe cha, futhi ngidinga ukuhloniphe lokho."
- "Ngiyabonga ngesimemo, kodwa angikakulungeli ngizokubamba ngesinye isikhathi. "
- "Ngidinga ukuhlonipha isikhathi sami sokuphumula njengamanje - akuyona into yomuntu siqu."
- Ukuthi ngikhululekile akusho ukuthi ngiyatholakala .Ngizinika isikhathi sami .
- "Ngikubona ngendlela ehlukile, futhi ngilungile uma ngimile kulokho."
- Singaxabana futhi siqhubeke sihloniphana—ngeke ngishintshe umbono wami ukuze ngenze abanye bakhululeke."
- "Ngeke ngenze sengathi ngiyavuma ukuze nje ngigcine ukuthula."

Uma ukuzimela kwakho kuphikiswa:

- "Ngivunyelwe ukwenza izinqumo ngaphandle kokudinga imvume."
- "Akudingeki uvumelane nesinqumo sami, kodwa kudingeka usihloniphe."
- "Lesi sinqumo ngisithathe ngemuva kokucabangisisa kahle, futhi ngisamile ngaso."
- "Akudingeki uvume, kodwa ngilindele ukuthi uhloniphe ukukhetha kwami."
- "Lena yimpilo yami, futhi nginelungelo lokukhetha okungilungele."

Lapho ukuziphatha kokulawula kuvela:

- "Ngeke ngivume ukugadwa noma ukubuzwa ukuthi ngichitha nobani isikhathi."
- "Lokhu kuziphatha akulungile . Uma kuqhubeka, kuzodingeka ngibucabange kabusha lobu budlelwano."

Lapho behlola imingcele yakho ngokuphindaphindiwe:

- " Sengiwuqondile umngcele wami . Uma uqhubeka, kuzodingeka ngihlehle."
- "Lokhu ngeke kuxoxwe ngakho . Uma uqhubeka ungayinaki imingcele yami, ngeke sikwazi ukuqhubeka."
- " Sengivele ngasho ukuthi cha, ngicela ukuhloniphe lokho."
- " Ngeke ngiphinde ngizichaze .
- " Angifuni ukugunyazwa . Ngiyazisa ngesinqumo sami."

Ukugcinwa komngcele wesigaba sokugcina:

- " Ngixhumane nalo mngcele izikhathi eziningi . Uma uqhubeka nokuwuziba, kuzoba nemiphumela."
- "Ngiyabukhathalela lobu budlelwano, kodwa uma imingcele yami ingahlonishwa, kuzodingeka ngiziqhelelanise nami."

Amaphepha Okusebenzela Emingcele Enempilo

IMINGCELE EMIBI IPHEPHA LOKUSEBENZA LOKUZIHLOLA

Injongo: Ukukusiza ukuthi ubone lapho ongase ube nemingcele engalungile noma engasebenzi, ukuze uqale ukwakha imikhawulo eqinile, enenhlonipho ebudlelwaneni bakho kanye nempilo yansuku zonke.

Isigaba 1: Izimpawu Ezivamile Zemingcele Emibi

Hlola konke okusebenzayo kuwe:

- ☐ Ngivame ukuthi “yebo” lapho ngifuna ukuthi “cha”
- ☐ Ngizizwa nginecala lapho ngibeka izidingo zami kuqala
- ☐ Ngigwema ukungqubuzana ngazo zonke izindlela, ngisho noma kusho ukubekezelela ukungahloniphi
- ☐ Ngokwabelana ngokweqile ngolwazi lomuntu siqu nabantu engingabathembi ☐ Ngivumela abanye balawule isikhathi sami, isimiso, noma amandla
- ☐ Ngizizwa nginomthwalo wemfanelo kwabanye abantu noma izinkinga
- ☐ Ngizizwa ngingavamile ukunyakaza . ngicela usizo, kodwa ngivame ukucasuka lapho abanye bengangisekeli ☐ Ngibekezelela ukuziphatha okungafanele ukuze “ ngigcine ukuthula ”
- ☐ Ngilulaza imizwa yami noma imibono yami ukuze ngigweme ukucasula abanye
- ☐ Ngizizwa ngikhathele emoyeni ngemva kokuxhumana nabantu abathile
- ☐ Ngizizwa ngingakhululekile ukuziphendulela noma ukuzwakalisa izidingo zami uma ngilindele ukuthotshiswa ☐

Isigaba 2: Ukuzindla

1. Yimaphi amabhokisi amathathu athikhiwe azizwa ebaluleke kakhulu kuwe njengamanje?

2. Lamaphethini ayithinta kanjani inhlalakahle noma ubudlelwano bakho?

3. Kukuphi ekuphileni kwakho okuthola kunzima kakhulu ukubeka imingcele ? (Thikha konke okusebenzayo):

- ☐ Umsebenzi
- ☐ Umndeni

- ☐ Ubudlelwano bezothando
- ☐ Ubungane
- ☐ Inkundla yezokuxhumana
- ☐ Isikhathi namandla
- ☐ Ukutholakala kwemizwa

Isigaba 3: Hlola Ukuziqaphela

Phendula le mibuzo elandelayo ngokwethembeka:

- Ngizabalaza ngithi cha uma...
- Ngizizwa ngicasukile kakhulu uma...
- Ngizizwa ngixhaswe kakhulu yi...
- Ngizizwa ngikhathele ngemuva...
- Ngifuna ukuqina ezimeni lapho...

Isigaba 4: Ukuqonda kanye Nenhloso

1. Iyiphi iphethini yomngcele engenampilo olungele ukuyishintsha?

2. Yini engase iphazamise indlela yakho yokubeka lowo mngcele ? (Ukwesaba, icala, ingcindezi, njll.)

3. Kungabukeka kanjani ukubeka umngcele onempilo kuleyo ndawo?

4. Yimuphi umngcele omncane ozowusebenzisa kuleli sonto?

Umcabango wokuvala:

Ukuqaphela imingcele engemihle akukona ukwehluleka— kuyisinyathelo sokuqala sokubuyisela isikhathi sakho, amandla, nokuzihlonipha . Imingcele iwuhlobo lokuzinakekela, hhayi ubugovu.

ISHIDI LOKUSEBENZELA LAMANANI ABALULEKILE NEMINGCELE

Ingxenye 1: Thola Amagugu Akho Awumgogodla

Cabanga ngalokho okubaluleke kakhulu kuwe ebudlelwaneni nasempilweni . Ngezansi kunezibonelo ezithile—zizwe ukhululekile ukungeza esakho.

- Inhlonipho
- Impilo
- Themba
- Ukwethembeka
- (Engqondweni/En
- Ububele
- Ukuzimela
- gokwenyama)
- Imingcele
- Ukuba nokuthula
- Ubuqotho
- Ukukhula
- Ubulungisa
- Ubuqiniso
- Ezokuphepha

Bhala amanani akho aphezulu angu-5-10 lapha:

Ingxenye 2: Zindla Ngokuphulwa Kwemingcele

Cabanga ngezimo zakamuva lapho uzizwe ungakhululekile, ucindezelekile, noma ucasukile . Le mizwa imvamisa ikhombisa ukweqiwa komngcele.

Isimo noma Ubudlelwano	Kwenzenjani?	Iliphi Inani Eliyinhloko Elaphulwa?	Ikwenze Wazizwa Kanjani

Ingxenywe 3: Setha Imingcele Ngokusekelwe Kumavelu Akho Abalulekile

Ngevelu ngayinye oyihlonze futhi oyiphulile oyiphawulile, bhala isitatimende somngcele esivikela lelo nani.

Amagugu Ami Abalulekile	Isitatimende Somngcele

Izibonelo Zezitatimende Zemingcele

- "Kumele ngikhulume naye ngenhlonipho."
- "Ngeke ngihlanganyele ezingxoxweni eziba nobutha."
- "Angitholakali ngaphandle kwamahora okusebenza ngaphandle uma kuphuthuma."
- "Ngilindele ukwethembeka nokungafihli lutho."
- "Ngidinga indawo lapho ngizizwa ngicindezelekile."

Ingxenye 4: Ukuxhumana Nemingcele Yakho

Sebenzisa lesi sikhala esingezansi ukuze ubhale ukuthi ungayiveza kanjani imingcele yakho ngokucacile, ngomoya ophansi nangenhlonipho . Ungasebenzisa ulimi olusekelwe enanini ukuze uqinise umlayezo wakho.

Isibonelo : "Ngenxa yokuthi ngiyayazisa inhlonipho, ngidinga ukuthi sigweme ukuphakamisa amazwi ethu lapho singavumelani."

Izibonelo zokuxhumana komngcele wami:

Ingxenye 5: Uhlelo Lokuphoqelesa

Imingcele idinga ukulandelwa . Bhala phansi imiphumela ozoyisebenzisa uma imingcele yakho iqhubeka nokudelelwa.

IPHEPHA LOKUSEBENZELA LEMINGCELE ENEMPILO

Isigaba 1: Ukuqonda Imingcele

Iyini Imingcele?

Imingcele imingcele oyibekelayo ukuze uvikele isikhathi sakho, amandla, izindinganiso, nokuphila kahle . Basiza ukuchaza ukuthi yini eyamukelekayo nengamukeleki ebudlelwaneni bakho nasekusebenzisaneni kwakho.

Isigaba 2: Ukuzihlola

Phendula imibuzo elandelayo ngokwethembeka:

1. Ingabe uvamise ukuthi "yebo" lapho ufuna ukuthi "cha" ? ☐ Yebo ☐ Cha
2. Ingabe uzizwa unecala lapho ubeka izidingo zakho kuqala ? ☐ Yebo ☐ Cha
3. Ingabe abantu bayasizakala ngomusa wakho ? ☐ Yebo ☐ Cha
4. Ingabe uzizwa ukhathele ngemva kokuchitha isikhathi nabantu abathile ? ☐ Yebo ☐ Cha
5. Ingabe ugwema ukungqubuzana ngokuvumela izimfuno zabanye ? ☐ Yebo ☐ Cha

Uma uphendule ngokuthi "yebo" emibuzweni eminingi, ungase uzuze emikhawulweni eqinile.

Isigaba 3: Ukuhlonza Imikhawulo Yakho Yomuntu Siqu

Bhala ezinye izindlela zokuziphatha noma amaphethini akwenza uzizwe ungakhululekile, ukhathele, noma ungahlonishwa:

Yiziphi izinto ongaxoxisana ngazo ? (Izinto ongeke uzibekezelele):

Isigaba 4: Imigomo Yokubeka Umngcele

Izibonelo:

- "Ngifuna ukwenqaba ngaphandle kokuzizwa nginecala."
- "Ngifuna ukuvikela izimpelasonto zami njengesikhathi somuntu siqu."
- "Ngifuna ukuyeka ukuzichaza uma ngenqaba izicelo."

Bhala eyakho:

Isigaba 5: Umakhi Wesitatimende Somngcele

Sebenzisa isakhiwo esingezansi ukuze wakhe izitatimende zomngcele:

"Ngizizwa [umzwelo] lapho [isimo] . Ngidinga [umngcele]."

Izibonelo:

- "Ngizizwa ngicindezelekile lapho ngithola izingcingo zomsebenzi ngemva kwamahora . Ngidinga isikhathi sokukhipha i-plug kusihlwa."
- Ngiye ngikhathazeke lapho abantu belindele izimpendulo ezisheshayo .

Ithuba lakho:

Isigaba 6: Zijwayeze Ukuthi “Cha”

Bhala izindlela ezi-3 zokuthi cha ngokuqinile kodwa ngenhlonipho:

Isigaba sesi-7: Ukuphoqelesa Imingcele

Uma othile engawuhloniphi umngcele wakho:

- Yisho futhi ngomoya ophansi.
- Phinda kanye kuphela.
- Uma uzitshwa futhi, sebenzisa umphumela (isb, ukukhawulela othintana naye, ukuqeda ingxoxo).

Imuphi umphumela ozowusebenzisa uma othile eqa umngcele wakho ngokuphindaphindiwe?

Isigaba 8: Ukuzindla

Ngemva kokubeka umngcele, zibuze:

- Ingabe ngihlale ngithembekile ezidingweni zami nasemibonweni yami ? ☐ Yebo ☐ Cha
- Ingabe ngikhulumile ngokucacile ? ☐ Yebo ☐ Cha
- Ngazizwa kanjani ukuthi ngizimele ? _____
- Yini engingayenza ngokuhlukile ngokuzayo ? _____

ITHULUZI LESITEBHISI SOMNGCELE

Inhloso: Ukuhlela nokusebenzisa izimpendulo eziqinile ngokuqhubekayo lapho imingcele yakho ingahlonishwa, ngaphandle kokusabela ngokweqile noma ukuvala shaqa.

Imiyalelo:

1. Khetha isimo lapho imingcele yakho ishaywa indiva.
2. Sebenzisa ileli ukuze udale **izimpendulo ezintathu ezikhuphukayo** :
 - Isinyathelo 1: Isikhumbuzi esinesizotha / esimnene
 - Isinyathelo sesi-2: Ukuqiniswa okuqinile, okugomelayo
 - Isinyathelo sesi-3: Sula umphumela nesenzo



Isibonelo 1: Ozakwethu Uthumela Ama-imeyili Angemuva Kwamahora Alindele Izimpendulo Ezisheshayo

Isinyathelo 1 – Ukubuza Ngesizotha:

"Isixwayiso nje— angixhumekile ku-inthanethi ngemva kuka-6pm ukuze ngigcine ibhalansi yokuphila komsebenzi . Ngizophendula ngezikhathi zomsebenzi."

Isinyathelo sesi-2 – Isikhumbuzi Esiqinile:

" Ngike ngasho ngaphambilini ukuthi angibheki imilayezo ngaphandle kwamahora okusebenza . Sicela uhloniphe lowo mngcele."

Isinyathelo sesi-3 – Umphumela:

"Uma uqhubeka nokungithinta ngaphandle kwamahora, ngizolinda kuze kube usuku olulandelayo lomsebenzi ukuze ngiphendule, kungakhathaliseki ukuphuthuma."

Isibonelo sesi-2: Ilungu Lomndeni Linikeza Iseluleko Esingasicelanga Mayelana Nezinqumo Zakho Zempilo

Isinyathelo 1 - Ukubuza Ngesizotha:

"Ngiyazi ukuthi uqonde kahle, kodwa ngingajabula uma ungangivumela ukuthi ngizitholele lokhu ngokwami."

Isinyathelo sesi-2 – Isikhumbuzi Esiqinile:

" Ngikucelile ukuthi unganikezi iseluleko kulokhu . Ngidinga isikhala ukuze ngizenzele izinqumo."

Isinyathelo sesi-3 – Umphumela:

"Uma lokhu kuqhubeka kwenzeka, ngizodinga ukukhawulela ukuthi kungakanani engikwabelana nawe ngakho ukuya phambili."

Ithuba Lakho: Gcwalisa Okwakho Izimo

Isimo: _____

Isinyathelo 1 - Ukubuza Ngesizotha:

Isinyathelo sesi-2 - Isikhumbuzi Esiqinile:

Isinyathelo sesi-3 - Umphumela / Isenzo:

Isimo: _____

Isinyathelo 1 - Ukubuza Ngesizotha:

Isinyathelo sesi-2 - Isikhumbuzi Esiqinile:

Isinyathelo sesi-3 - Umphumela / Isenzo:

Isimo: _____

Isinyathelo 1 - Ukubuza Ngesizotha:

Isinyathelo sesi-2 - Isikhumbuzi Esiqinile:

Isinyathelo sesi-3 - Umphumela / Isenzo:

Amathiphu Okusebenzisa I-Ladder:

- **Hlala uzolile futhi ungashintshi** . Ungavumeli abanye bakucunule ukuthi ukhule ngokushesha kakhulu.
- **Namathela kusikriphi sakho** . Ukuphindaphinda kukhombisa ukuthi uzimisele ngaphandle kokuchaza kakhulu.
- **Landela** . Uma usho umphumela, yenza okuthile ngawo . Uma kungenjalo, umngcele wakho ulahlekelwa ukwethembeka.

QALISA ISHIDI LOKUSEBENZA LOKUNGENA

Inhloso:

Ukukusiza ukuthi ubone izimo ezenzeka njalo, abantu, noma ukuziphatha okukwenza uzizwe ungakhululekile, ucasukile, ukhungathekile, noma wephuliwe—ukuze uqale ukubeka imingcele efanele.

Imiyalelo:

Qedela leli logi ngokushesha ngemva komcimbi owucuphayo . Yisebenzise ukubuka amaphethini futhi uhlele izimpendulo ezisebenza ngempumelelo ngokuhamba kwesikhathi.

Qalisa Ukungena #1

- **Usuku/Isikhathi:** _____
- **Kwenzenjani ? (Chaza isimo kafushane):**

- **Obani ababehilelekile?**

- **Yini eshiwo noma eyenziwe ekuvusile?**

- **Wazizwa kanjani ngaleso sikhathi ? (phawula konke okusebenzayo):**
☐ Uthukuthele ☐ Ukhathazekile ☐ Unecala ☐ Awunamandla ☐ Uthukuthele ☐ Unamahloni ☐ Udabukile ☐ Udidekile ☐ Uphelelwe amandla ☐ Ucindezelekile ☐
Okunye : _____

- **Wenzi noma uthini ukuphendula?**

- **Ingabe ubeke umngcele ? Uma kungenjalo, kungani?**

- **Yini obungathanda ukuyisho noma yenziwe ngendlela ehlukile?**

- **Imuphi umngcele odingekayo kulesi simo?**

- **Ngokuzayo, ngizo...**

Qalisa Ukungena #2

- **Usuku/Isikhathi:** _____
- **Kwenzenjani ? (Chaza isimo kafushane):**

- **Obani ababehilelekile?**

- **Yini eshiwo noma eyenziwe ekuvusile?**

- **Wazizwa kanjani ngaleso sikhathi ? (phawula konke okusebenzayo):**
☐ Uthukuthele ☐ Ukhathazekile ☐ Unecala ☐ Awunamandla ☐ Uthukuthele ☐ Unamahloni ☐ Udabukile ☐ Udidekile ☐ Uphelelwe amandla ☐ Ucindezelekile ☐
Okunye : _____

- **Wenzeni noma uthini ukuphendula?**

- **Ingabe ubeke umngcele ? Uma kungenjalo, kungani?**

- Yini obungathanda ukuyisho noma yenziwe ngendlela ehlukile?

- Imuphi umngcele odingekayo kulesi simo?

- Ngokuzayo, ngizo...

Qalisa Ukungena # 3

- **Usuku/Isikhathi:** _____
- **Kwenzenjani ? (Chaza isimo kafushane):**

- **Obani ababehilelekile?**

- **Yini eshiwo noma eyenziwe ekuvusile?**

- **Wazizwa kanjani ngaleso sikhathi ? (phawula konke okusebenzayo):**
☐ Uthukuthele ☐ Ukhathazekile ☐ Unecala ☐ Awunamandla ☐ Uthukuthele ☐ Unamahloni ☐ Udabukile ☐ Udidekile ☐ Uphelelwe amandla ☐ Ucindezelekile ☐
Okunye : _____

- **Wenzeni noma uthini ukuphendula?**

- **Ingabe ubeke umngcele ? Uma kungenjalo, kungani?**

- Yini obungathanda ukuyisho noma yenziwe ngendlela ehlukile?

- Imuphi umngcele odingekayo kulesi simo?

- Ngokuzayo, ngizo...

Amaphethini Nemininingwane (gcwalisa ngemva kokungenela okungu-3-5):

- Ingabe abantu abafanayo bavame ukuhileleka kulezi zimbangela?
☐ Yebo ☐ Cha → Ubani ? _____
- Ingabe zikhona izilungiselelo noma izingqikithi ezivamile (isb, ukuphazamiseka, ukusebenza ngokweqile, ukuthola izeluleko ezingaceliwe)?

- Yimiphi imizwa evame ukuvela?

- Yimiphi imingcele ebonakala ivame ukweqa ? (isb, isikhathi, imizwa, indawo yomuntu siqu, ukuzimela)

Uhlelo lokusebenza:

- **Imingcele emithathu ecacile okufanele ngiyimise yilena:**

- **Isinyathelo esisodwa esincane engizosithatha kuleli sonto ukuze ngihloniphe imingcele yami:**

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*Engikubekezelelayo kufundisa abanye indlela okufanele bangiphathe ngayo .
Engikugcizelelayo kuba umkhuba—kubo nakimi.*

