LUNGELA IZITHIYO

Uhlu lokuhlola ukuqhubeka nokusebenza kwebhizinisi nokuhlela kwesikhathi esizayo

Igama _____ **Ibhizinisi** _____ **Usuku** _____

Uzogcina unalokhu
Isinqumo esibhaliwe sokuthi ibhizinisi liqhubeke, lithengiswe noma livalwe uma ulishiya, igebe lokuqala okufanele ulibhale phansi, nombuzo ozowubuza uchwepheshe.

1. Bhala inhloso yakho

Ukudluliselwa kwebhizinisi (ushintsho lokuthi ubani ongumnikazi noma ophethe ibhizinisi uma ulishiya, isibonelo uma uthatha umhlalaphansi, ulithengisa noma ugula).

Uma ngishiya, ngifuna ibhizinisi (khetha okukodwa ngokukwenza indingilizi): liqhubeke / lithengiswe / livalwe. Kungani? (isb. ukuze indodakazi yami ikwazi ukuliphatha)

Ubani ozoliphatha, alithenge noma alivale (isb. indodakazi yami, umsebenzi, umthengi, umndeni wami)

Ubani okufanele azi lokhu kuqala, nokuthi ngizomtshela nini (isb. umlingani wami, ngaleli Sonto)

2. Thola okusekhanda lakho kuphela

Phawula into ngayinye umuntu ozoyidinga **engakabhalwa phansi**. Bese wenza indingilizi kuleyo engadala inkinga enkulu kakhulu uma ingalahleka.

- **UHLU LOKUHLOLA**
  - ☐ Ukuthi ngibeka kanjani amanani ami
  - ☐ Amakhasimende ami amakhulu nalokho abakuthengayo
  - ☐ Abahlinzeki bami nemibandela yabo yokukhokha
  - ☐ Ukuthi umsebenzi wansuku zonke wenziwa kanjani, isinyathelo ngesinyathelo
  - ☐ Lokho umsebenzi ngamunye abhekele khona
  - ☐ Izikweletu nezibopho (imali ebolekiwe, ama-akhawunti ezitolo, izivumelwano zokuqasha)
  - ☐ Ubani ongumnikazi walokho (imishini, izimoto, ibhizinisi ngokwalo)

3. Thola iseluleko esisemthethweni

Izincwadi zefa, ukudluliselwa kobunikazi, izivumelwano zokuthenga nokuthengisa kanye nentela kudinga ummeli oqeqeshiwe, umgcinimabhuku noma umeluleki.

Uchwepheshe engizombuza, nombuzo wami (isb. umgcinimabhuku wami: yini okufanele ngiyenze uma ngithengisa ibhizinisi?)

Lo msebenzi uhlose ukufundisa kuphela. Akuyona iseluleko sentela, somthetho noma sezezimali. Imithetho nezidingo zingahluka ngohlobo lwebhizinisi nendawo. Buza isiphathimandla esifanele noma umeluleki oqeqeshiwe mayelana nesimo sakho.

INOTHI

Leli khasi akulona uhlelo olusemthethweni lokudluliselwa kwebhizinisi. Inothi lodwa alinikezi muntu ilungelo lokwenza okuthile egameni lakho.

Kuleli sonto

Into enendingilizi engizoyibhala phansi kuqala (isb. uhlu lwami lwamanani)

Ngomhla

Lapho ngizoyigcina khona (isb. ifolda yeZinkontileka)

Isikhathi sokukwenza kabusha

Funda inhloso yakho futhi kanye ngonyaka, nangemva koshintsho olukhulu olufana nozakwenu omusha, imali ebolekiwe enkulu noma umuntu ofuna ukulithenga. Phinda ingxenye 2 kuze kungabi khona okubalulekile okusekhanda lakho kuphela.

Lo msebenzi uhlose ukufundisa kuphela. Akuyona iseluleko sentela, somthetho noma sezezimali. Imithetho nezidingo zingahluka ngohlobo lwebhizinisi nendawo. Buza isiphathimandla esifanele noma umeluleki oqeqeshiwe mayelana nesimo sakho.