

## **Kalozera Wophunzitsira Ndikukonzekera: Zotsatila Za Kalindolondo Wa Pulojekiti**

Zotsogolera m'mene kaphunzitsidwe ndi kakonzekeredwe ka zotsatira za kalondolondo wa polojekiti kungayendere

Kugwiritsidwa ntchito ndima pulojekiti a Salvation Army



Translation facilitated by Julius Nyangaga

Translators:

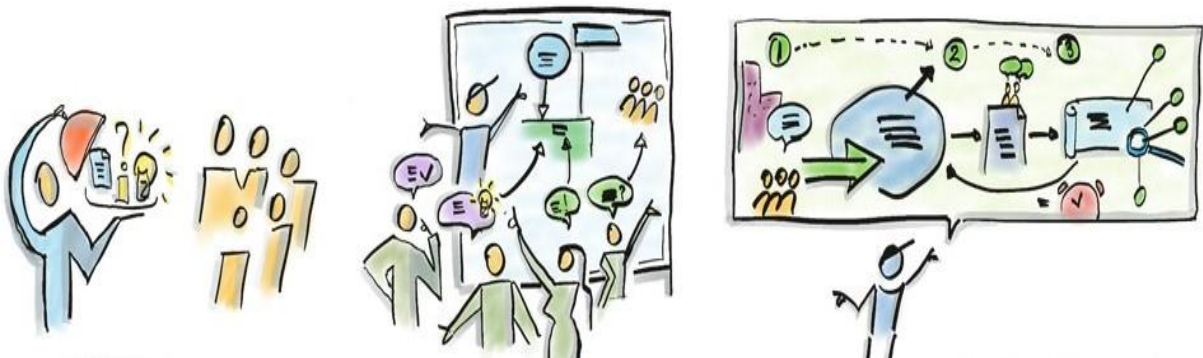
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## **Chiyambi Chake**

Ntchito ya zotsatira za kalolondolondo wa pulojekiti yakhazikitsidwa kuti isinthe malingalilo athu pa zimene tikufuna kukwanilitsa. Cholinga chake ndikuonetsetsa kuti anthu akumalandila bwanji malingalilo amene tili nawo pa ntchito zimene tikufuna kugwila m'madela awo. Iyi ndi ndondomeko imene ikutiwunikila mmene tingapangile kuti tiyende chitsogolo.

Zotsatira za kalolondolondo wa pulojekiti zimapangika pa mkumano ngati uno. Kwa inu alendo izi zimachitika ndi kutheka ngati ku msonkhano uno. Izi zinachitikapo ndi kutheka mmimukumano ina mbuyomu imene inatsogolodwa ndi Sarah Earl, Fred Carden ndi Terry Smutylo mwa ena mmalingalilo oti kumanga ndi kuwunikila ntchito za chitukuko zimene zinatsidikizidwa ndi bugwe la IDRC mchaka cha 2001.



Bukuli linafotokozanso njira zina zimene anthu anasatila malingana ndi kafukufuku amene anachita amene anapeza njira zopitisila pa tsogolo ntchito zachitukuko ndi zotukula dela ndipo izi zidafotokozedwa mwandondomeko imene inagwilitsidwa ntchito pofotokoza zolinga ndi chiyembekezo chawo pa nkumano umene anachita pa nthawi imeneyo.

Chiyembekezo chathu ndi choti pomaliza pa msonkhano uno tipeza ndi kupanga malingalilo, njira ndi ndondomeko imene tingazasatile kuti zimenezi zikwanilistidwe ndi kuzisatila mmene tikuyembekezela. Ndi chiyembekezo chathu kuti akuluakulu athu asatile ndi kukwanilisa malingalilo ndi zofuna zathu.

Cholinga cha maphuinzirowa ndikupeza kupanga njira zimene zingatsatilidwe kukwanitsa malingalilo amene takonzawo. Malingalilowa ndi njilazi zikuyenela zitsatilidwe kuti titukule ntchito zimene tikufuna tigwile ndi kupanga.

Ntchito yopanga malingalilo ndi zolinga ikuyenela kukhuza akuluakulu onse amene amayang'anila ntchitozi ndikuwathandizila kuti akwanise malingalilo awo. Nkumanowu uwapasaso iwo kuziwa zambili zimene zimafunika pamene akugwila ntchito zawo.

## **M'mene bukhuli ligwiritsidwile ntchito pa msonkhano uno**

Tikuyenela kukumana masiku okwana awiri kapena anayi koma izi zingatheke ndi mmene tizitengela mbali pa zokambilana zathu. Katengedwe mbali kathu pazokambilanazi ndi kamene kapangise kuti msonkhanowu ubale zipatso zabwino zakupya ndikukhala wopambana.

Munsonkhanowu tiwona ndi kuphunzira, kupeza njira zosiyanasiyana zimene tingatsatile kuti tikwanise zolinga zathu ndi masophenya a maphunzirowa.

Gawo loyamba likuwonetsa mmene tiphunzilile masiku atatu amene takonza ndipo njira khumi ndi ziwiri za maphunzirowa zagawidwa kuti zitsatidwe masiku atatuwa. Izi zidzichitikanso ngakhale nthawi yopumulila ndiya nkhomalilo.

Komabe izi zingasinthe malingana ndi m'mene aphunzitsi angaganizile pa nthawi yophunzilayo ndipo iwo ali ndi ufulu owonjezela kapena kusintha ndondomeko imene yakonzedwa ya maphunziroyi.

Ndondomeko imene yakonzedwa ndiyophunzitsana pamaso koma malingana ndi mlili wa Corona umene wagwawau, tikhonzaso kumaphunzitsana aliyense ali payekha payekha kudzela pa makina a intaneti ndipo izi zidzichitika mounkilana mogwirizana ndi nthawi.

*Chithunzi 1 – Mmene maphunziro 12 agawidwira mmasiku atatu a wekishopuyi*

<b>Tsiku loyamba</b>	<b>Tsiku lachiriwiri</b>	<b>Tsiku lachitatu</b>
<b><u>Kudziwana zolinga zamaphunzirowa:</u></b> Ndi chiyembekezo chatu pa malingalilo	<b><u>Kubwereza kukambirana pan'gono zomwe zinachitika tsiku loyamba</u></b>	<b><u>Kubwereza kukambirana pan'gono zomwe zinachitika tsiku lachiwiri</u></b>
<b><u>Gawo 1</u></b> Kodi kutsatira kalondolondo wa pulojekiti ndi chani? Mwachidule	<b><u>Gawo 4:</u></b> kuunikira zomwe abwenzi angakumane nazo	<b><u>Gawo 7</u></b> Kukhonza njira zimene tingatsatile
<b><u>Gawo 2</u></b> Kuunikira malingalilo ndi chiyembekezo	<b><u>Gawo 5</u></b> Kuona chitsogolo cha malingalilo cha abwenzi	<b><u>Gawo 8</u></b> Kukonza ndi kuunikira ndondomeko zimene tingatsatire
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<b><u>Kuunikira zomwe zinakambidwa pa tsikuli</u></b>	<b><u>Kuunikila zomwe zinakambidwa patsikuli</u></b>	<b><u>Kukonza zimene tingapange; Kutsogolo pamene msonkhano watha</u></b>



Anthu atha kusankha kuti awunikirenso zimene zinakambidwa tsiku loyamba ndi tsiku lachiwiri kapenanso zokambirana pa zimene zidzachitike patsogolo msonkhano ukatha.

Zinthu Zimene Tigwilitse Ntchito pa Msonkhano

1. Ndongomeko yoyenela kutsatila
2. Zolembela zogwilitse ntchito kwa ophunzila
3. Zinthu zoyenerera kuti anthu agwilitse ntchito pamene akugwiritsa ntchito makina a compyuta pa chiwonetsero cha zinthu zawo
4. Zida zolembera aliyense payekha, zokambirana za m'magulu komanso kuwonetsa mayankho

Zipangizo zachitukuko kuphatikiza malo okwanira okhala ndi madzi akumwa. Tikatele tikuyenela kuyamba maphunziro athu amene ali m'magawo awiri. Ophunzira aliyense payekha payekha komanso kukhala m'magulu ndipo zotsatila zake tizisindikiza.

Pakutha pa tsiku tikumbutsanenso mwachidure zomwe takambirana motere:

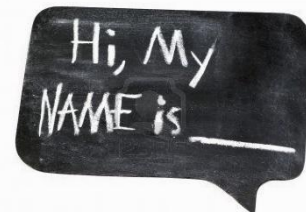
- Kukambilana za zomwe zinachitika mu tsiku loyamba la nkumanowu:
- Kambilanani ndi kuvomereza zomwe zikuyenela kusintha pa maphunzirowa kumbali ya kaphunzitsidwe, zina ndi zina zomwe zikufunika kuti zikuthandizeni komanso zakudya ngati zili bwino kapena nngati kuli kofunika kusintha.

M'mene Tichitire Pokambilana Zochitika Mu Tsiku Loyamba

- Ntchito yoti aliyense agwire payekha kapena pagulu
- M'magulu kapena payekha payekha tiyeni tikumbutsanenso zomwe tinaphuzira dzuro.
- Tithandizane kuonetsetsa kuti mafunso amene analipo ayankhidwa komanso nkhwawa, ndemanga ndi maganizo zamvedwa.

## Zolinga za Maphunziro

Mutu wa ndime imeneyi ndikudziwitsana cholinga cha maphunzirowa, malingalilo ndi chiyembekezo chatu pamathero a maphunzirowa.



Mu ndime imeneyi tikambilana mmene tiphunzilile. Zina zomwe tichite n'kuona m'mene tidzigawire m'magulu, komanso kuti ndi anthu angati akhale mmaguluwa. Izi zichitika mdime imeneyi ndipo pomaliza ndi pamene ophunzira akhale ndi chinthunzithunzi cha maphunziro athu amene takonza.

### Kugwiritsa Ntchito Makina Pa msonkhanowu

- 2: Imodzi mwa ndondomeko zimene tayika pa maphunzirowa ndikugwiritsa ntchito makina a compyuta
- 3: Aliyense amene akutenga nawo gawo pa maphunzirowa mchipinda muno akuyenera kugwiritsa ntchito makinawa.
- 4: Malamulo a maphunzirowa akulola kugwilitse ntchito makina ena alionse amagetsi.
- 5: Njira imene titsatile pogwilitse ntchito makinawa ifotokozaledwa.

### Kaphunzitsidwe Kake

1. Choyamba tidziwana

2. Kufotokozelana ndi kudziwitsana zolinga ndi zofuna.
3. Kupanga magulu ophunzilila malingana ndi madera amene tikuchokera, mmene tingakwanilitsile malingalilo athu ndi zimene tingaziwe m'magwilidwe anthu a ntchito.

### **Gawo 1: Kodi kutsatira kalondolondo wa pulojekiti ndi chani? Mwachidule**

Iyi ndi ntchito imene yakhazikidwa ndi cholinga chofuna kuwunikila ndi kuyang'anila kusintha kwa anthu m'maganizo ndi m'magulu amene ali ndi upangili wosintha ntchito zimene zikugwilidwa.

Iyi ndi njira imene ingatiwunikile ndi kuyang'ana ntchito zimene takonza kuti zikwanilitsidwe kupita pa tsogolo, kutukuka ndi kuziwona kuti tingazifufuze ndi kuzikwanilitsa malingana ndi kusintha kwa zinthu.

#### Tingakwanilitse Bwanji?

Malingalilo ndi chiyembekezo za maphunzirowa zakonzedwa ndi cholinga chofuna kukwanitsa njira zina zimene tingatsate pofuna kufikila ndi kwanilitsa malingalilowa.

1. Tisanayambe zonse tiwunike njira zimene tingatsate pofuna kukwanilitsa malingalilo ndi masophenya athu. Izi zitithandiza kwambili popeza ukadawulo oyenela pogwilila ntchitoyi ndi kutithandizila kugwila ntchitoyi moyenela ndi mmene tikufunila, ikupeza ndi kukwanilitsa zolinga ndi zofuna za ntchitoyi tisanafike kumapeto kwake. Izi zidzatithandiza kupeza ndi kupanga njira zoyenela kutsatilidwa ndi zofunika malingana ndi zida zimene tilinazo pogwila ntchitoyi kuti tiyikwanilitse.
2. Pamene pulojekiti yayamba, ndondomeko imene tikupanga panoyi imathandiza kuti malingalilo ndi zofuna zathu zitheke ndipo ophunzila amawunikila mwakuya zofunika pa ntchitoyi ndi kuyenda limodzi ndi onse okhuzidwa. Tikatelo tidzakhala ndi masophenya a ntchitoyi ndi kupenya patali mozama.
3. Pamene pulojekiti ili mkati Izi zidzatithandizanso kuwunikila ndi kuwona m'mene tikulephela kapena kupelewela ndikupeza njira zimene tingakwanilitse kuti ntchito imene tikugwila itheke mmene tikufunila eni ake.
4. Pamapeto pa pulojekiti, kalondolondo wa zotsatira amathandiza kuti tingadzatsatile komanso kugwilitsa ntchito njira zoyenera pamene tikuunika pulojekiti ndi kuonetsetsa kuti anthu asinthadi khalidwe ndi machitidwe a zinthu.

#### Njira zofuna kutsata

Ntchitoyi ili ndi njira zitatu zoyenela kutsatilidwa ndi zina khumi ndi ziwiri zimene tiyenela kupanga.

**Chithunzi 2 – Njira zonse zofunika kutsatiridwa pamene tikulondololoza Zotsatira za pulojekiti.**



**Ndime 1: Kupanga zolinga**

- Iyi ndi ndime yopanga ndondomeko
- Ndongomekoyi idzathandiza kuwona ndi kuwunikila mlingo umene tingasinthile zinthu ndipo izi zidzatithandiza kupeza ndondomeko zimene tingapange ndi kupeza kuti zitsatilidwe.
- Zidzatithandiza kupeza chifukwa cha cholinga chathu, ndani amene tingagwile naye ntchitoyi, chani chimene chingatichititse kusitha m'machitidwe mwathu ndi zipseyinjo zimene tingakumane nazo kuti tiyende chitsogolo ndi m'mene ntchitoyi ingathandizile kasinthidwe kathu powunikila masomphenya athu, zoyenela kupanga ndi kutsatila, m'mene tikuchitila m'magulu amene tili.

**Ndime 2: Zotsatira ndi kapangidwe kake**

- Iyi ndi njira yowunikila kapangidwe kake.
- Izi zimachitika malingana ndi m'mene tikuchitila m'magwilidwe athu a ntchito.
- Izi zimaunikila kapangidwe, kagwilidwe, zosatila zake za ntchito imene tikuchita ndi kugwila ndi magulu kapena mabungwe ena amene ali ndi cholinga chimozi pofuna kukwanilisa chiyembekezo chathu.

**Ndime 3: Kuunikira**

- Iyi ndi njira younika ndi kuwona ntchito zathu.
- Iyi ndi nthawi imene timawona ndi kuwunikila m'mene ntchito tinayikhazikitsa ikuyendela ndi kuyitsatila kuti ikuyenda mundondomeko yake imene tinakonza pamene tinkayikhazikitsa.
- Iyiso ndi njira imene imatiwonetsela ngati masophenya athu akukwanilidwa.
- Pamapeto pake, tikuyenela kupeza ndi kupanga ndondomeko imene ikuyenela kutsatilidwa.

Wekishopuyi, ikambilana m'mene pulojekiti yathu itakayendetsere njira zonsezi.

Gwilitsani ntchito makina a compyuta popanga chionetsero:

6 - 8: Kodi kutsatila kalondolondo wa pulojekiti ndi chani?, kodi zigwilitsidwe ntchito liti

9: Magawo atatu a zotsatira za kalondolondo wa pulojekiti

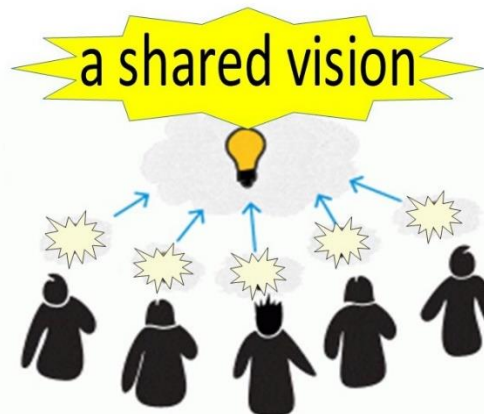
Ntchito yoti aliyense agwire payekha kapena m'magulu

1. Mafunso kapena mfundo zofotokozera / nkhwana kuchokera kumatanthauzidwe ndi kuwunika kwa zotsatira za kalondolondo wa pulojekiti

## **Gawo 2: Kuunikira malingalilo ndi chiyembekezo**

Tikuyenela kuwunikila cholinga chathu mwakuya malingana ndi m'mene ntchito zachitukuko zikusinthila ndikupeleka chiyembekezo chathu. Tikuyenela kufotokoza momveka bwino nkhwana za chuma, zandale, zachitukuko ndi zina zonse zimene zingathandize kusintha ndi kubweletsa kasinthidwe kazinthu zathu zimene tikupanga ndikugwila ntchito ndi mabungwe amene ali ndi zolinga zofanana nafe.

Ntchito zimenezi zikuyenela kudzetsa kusintha malingalilo ndi maganizo athu ndi cholinga choti tikwanitse masopenya athu. Cholinga cha ntchito yathuyi ndikuyenela kukwanilitsa zolinga ndi zofuna zathu. Tikuyenelanso kufotokoza ndi kuwunikilanso bwino malingalilo athu ndi cholinga choti tiikwanilitse masopenya a ntchito zathu, kuwunikilanso ndondomeko zonse zimene takhazikitsa mwapadela ndi cholinga choti ntchito imeneyi tiyikwanilitse m'mene tailingalila ndi kufunila.



Koma kuti izi zitheke, zolinga zathuzi zikuyenela kukhala mu ndondomeko zathu zimene takonza pamene tikufuna kugwila ntchito imeneyi.

Gwilitsani ntchito makina a compyuta popanga chionetsero:

10 – 15: Masomphenya na Malingaliro

- Zitsanzo zina zofanana ndi malingalilo athu

Ntchito yoti aliyense agwire payekha kapena pagulu

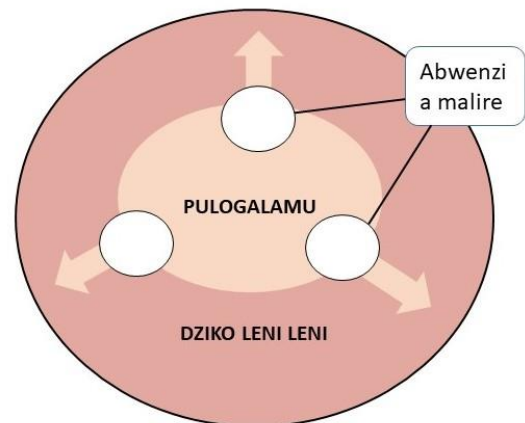
1. Tipange ndi kuwona mafunso kapena pofunika kuti tifotokoze bwinobwino momveka.
2. Mmagulu, kambalanani ndikupeza masomphenya a pulojekiti poyankha funso ili : Kodi pulojekitiyi itakhala kuti yagwira ntchito mopambana, chitadzachitike ndi chani? atadzasinthe ndindani monga momwe tifunira??
3. Mmagulumu tipange malingalilo ena a ntchitoyi. Popanga mfundo zofunika kukonza gululi, zolinga zake ndi madela ake kuti ntchitoyi iyende bwino.



### Gawo 3: Kupeza zolinga nd zofuna zimene tingagwilile ntchito ndi abwenzi

Tingathe kukwanitsa kugwira ntchito yathuyi bwinobwino titapatsidwa zoyenela kugwilila ntchitoyi malingana ndi nthawi ndi nyengo

Awa akhale mabungwe amene akugwila kale ntchitoyi ndipo ali ndi anthu amene akugwila nawo kale ntchito mmadela mmene ali ndipo akuwonetsa zotsatila zake ndipo sikuti akhale mabungwe okha komanso akhoza kukhala magulu kapena anthu ena ofuna kwabwino amene akugwila kale ntchitoyi ndipo ali ndi chidwi chotukula madela awo.



Mwachitsanzo atsogoleri a m'deralo (chikhalidwe, zipembedzo), atsogoleri a m'magulu, oimira maofesi a boma, ndi makomiti oyang'anira. Kupyolera mwa iwo, pulojekitiyi ili ndi chiyembekezo chothandiza pakusintha zinthu mokomela anthu onse.

Chifukwa chani malire'? Chifukwa ngakhale adzagwire nawo ntchito pa pulogalamuyi koma sangalamuliridwe pakusintha masomphenya koma mphamvu yosonkhezera chitukuko imadalira iwo. Pulojekitiyi imangoyanjana nawo pang'ono.

Pochita zotsatira za kalondolondo wa pulojekiti abwenzi akumalire akuyenera kusankhidwa mosamala kuchokera pa gulu la omwe akukhudzidwa kuti athandizire kukwaniritsa ntchito. Apa ndipamene zotsatira zoyenera kuthandizidwa zidzafotokozedwa, kuthandizidwa ndikuyang'aniridwa

Pogwiritsa ntchito makina a kompyuta onetsani izi::

16 - 20: Abwenzi a m'malire, Abwenzi amalire, ... Tingawapeze bwanji

21 - 24: Zitsanzo za abwenzi a m'malire

Ntchito yoti aliyense agwire payekha kapena m'magulu

1. Mafunso kapena mfundo zofotokozera / kudankhawa kwa omwe akutenga nawo gawoi komanso abwenzi
2. Magulu, pezani abale omwe adzagwire nawo ntchito
  1. Pogwiritsa ntchito masomphenya ndi cholinga, kambiranani mndandanda wa omwe akutenga nawo gawo
  2. Sankhani abwenzi kuchokera kwa amene akukhudzidwa pakugwilitsa ntchito ndondemeko izi .
    - o Mphamvu yochititsa Kusintha
    - o Kumasuka kwa ngwirizano- Kuthekera kwa polojekiti kuthandizira ndi kubweretsa kusinthaKwa iye amene kusintha kudzawonetseratu kuti Masomphenya akukwaniritsidwa

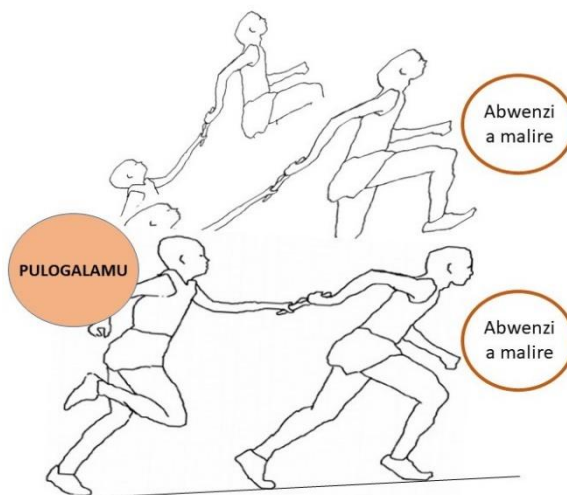
## Gawo 4: kuunikira zomwe abwenzi angakumane nazo

Chofunika Kudziwa: pamene abwenziwa tawadziwa, tikhoza kuwaika m’magulu malingana ndi ntchito pogwira ntchito ya pulojekitiyi.

Bwenzi aliyense payekha amayenera kukhala ndi zomwe akuyenera kuchita bwino. Izi zimafotokoza m’mene khalidwe, maubale ndi maubwezi, machitachita komanso ntchito za munthu, gulu ndi mabungwe zitadzasinthire ngati pulojekitiyi **yagwira ntchito mopambana** pofuna kukwanilitsa masomphanya ake.

Zokhumba zathuzi zimapangidwa kuti zifotokozere m’mene masomphenya a pulojekiti aliri.

Zokhumba zimapangidwa kwa bwenzi pofotokoza kuti bwenzili ndi ndani, ntchito yake ndiyotani ndipo nchifukwa chani asankhidwa ndi bwenzi lofunika pa ntchitoyi. Ichi chimakhala cholakalaka chatu chofunika kuchokera kwa abwenzi anthuwa kuti pulojekiti ikhale yopambana ndipo ikwanilitse zolinga zake. **Chithunzi 3.**



*Chithunzi 3. Ndongomeko yokhazikitsira kusintha komwe tikuyembekeza kuchokera kwa abwenzi athu.*

Bwenzi	Ndindani ndipo chifukwa chani ali abwenzi athu?	Zoyenera kusintha/kuchitika; = khalidwe la abwenzi ngati pulojekiti yagwira bwino ntchito.
Dzina la bwenzi, Udindo kapena gulu lake malingana ndi m’mene mwagwirizana pa wekishopuyi.	Fotokozani kuti bwenzili ndi ndani ndipo udindo wake komanso chomwe akuyenera kuchita ndi chani?  Pakali pano bwenzili likuchita chani? Chikuvuta ndi chani?	Fotokozani khumbo lanu lenileni pa bwenzili. Litani kuti zinthu zilongosoke? Masomphenya anu.

Pogwiritsa ntchito makina a kompyuta onetsani izi:

24 – 27: Zosintha zomwe tikuyembekeza kuchokera kwa abwenzi a malire omwe tikugwira nawo ntchito.

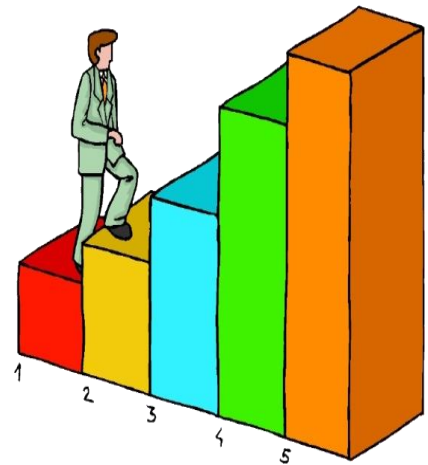
28: Kukhazikitsa zomwe tikuyembekeza kuchokera kwa abwenziwa.

Ntchito yoti aliyense agwire payekha kapena pagulu

1. Funsani mafunso, pemphani kuti afotokozenso bwino kapena kukuwunikirani zambiri za abwenzi anthuwa ndizomwe akuyenera kuchita.
2. M’magulu, pogwiritsa ntchito chithunzi nambala 3, fotokozani zomwe mukuyembekeza kuti zisintha kuchokera kwa abwenzi anu.

## Gawo 5: Kuona chitsogolo cha malingalilo cha abwenzi

Izi ndi zimene zimaoneka kuti zikusintha mwa abwenzi athu pawokha pawokha kungoyambira pamene pulojekiti yayambika. Poyambilira, **timayembekezera** kuti abwenzi athu asintha pongodziwa chabe zomwe pulojekiti ikufuna. Kachiwiri, timakhala ndi zimene **tikufuna tione** zikusintha mwa abwenziwa. Pomaliza, pali zimene **tingakondwe kuwaona** abwenzi athu atasintha ngati pulojekitiyi yakhala yopambana komanso ya mphamvu.



Akalozerawa athanaso kuikidwa m’magulu kutengera:

1. M’mene anthu ndi abwenzi akudziwira za cholinga cha pulojekitiyi komanso kupezeka kwa ukadaulo ndi kuthekera,
2. Kugwira nawo ntchito ya pulojekiti komanso kuwadziwitsa ena.
3. Kusintha ndondomeko komanso zikhaliidwe ndi cholinga chakuti cholinga cha pulojekiti chitheke ndithu.

Akalozera amenewa amathandiza kuti tizindikire ngati pulojekiti yabweletsa kusintha kofunikako ndipo kuti pamapeto pake cholinga cha pulojekiti chitheke.

### Gawo 6: Kupeza njira zokonza ndi kuthana ndi malingaliro

Ili ndi dongosolo limene limapereka mpata kuti bungwe likhale pansu ndikugwirizana ntchito zomwe zikuyenera kugwiridwa komanso zina zomwe zikuyenera kuchitika ndi cholinga chothandiza abwenzi athu kuti nawonso akwanilitse zokhumba zawo.

Kawirikawiri ntchitoyi simakhala imodzi yokha koma kuti zambiri zimachitika polingalira kuti mu umodzi muli mphamvu.

Kusanja ntchito mwandondomeko kumathandiza kuti pulojekiti ikhazikitse ntchito zothandiza abwenzi monga m’mene zilili pa Chithunzi 4.

Chithunzi 4 - Zitsanzo za ntchito zomwe zingathandize a bwenzi athu.

	Chifukwa	Kukopa	Chithandizo
<b>Mwachindunji ndi abwenzi</b>	Mudzachita chani kuti tione kusintha kwa “msanga” mwa bwenzi lathu? - <i>Kukhazikitsa mgwirizano</i> - <i>Kupereke thandizo pamene likufunika</i>	Mudzachita chani kuti tione kusintha kwa “msanga” mwa bwenzi lathu? - <i>Zochitika zosiyana siyana zophunzitsa ndikudziwitsa</i>	Mudzalipatsa bwanji mangolomera bwenzi lanu ndikuliwongolera? - <i>Kupeleka mabuku ndi maupangiri osiyanasiyana</i> - <i>Kupereka zitsanzo zooneka ndi maso</i> - <i>kuthandiza a katswiiri akumaloko</i>
<b>Mwachindunji pa malo a abwenzi</b>	Mudzachita chani powonetsetsa kuti zinthu zikusintha? - <i>Ndondomeko ndi malamulo amene akuyenera kutsatidwa</i>	Mudzachita chani kuti ambiri adzavomereze kuti nkofunikadi kusintha ndondomeko zochitira zinthu? - <i>Kulemba ndikufalitsa nkhani zofikira anthu ochuluka</i>	Mudzachita chani kuti mupereke thandizo lofunikira poonetsetsa kuti kusintha kwa machitidwe a zinthu kwakhazikika? - <i>Kuika ndondomeko zoti tizitha kugawana maganizo ndi kuphunzitsana</i>

	Chifukwa	Kukopa	Chithandizo
		- <i>Kukonzanso zinthu zomwe zili malo a abwenzi athu</i>	- <i>Kugwilitsa ntchito makina a intaneti</i>

Ntchito yomwe idzagwiridwe mu pulojekiti ikuyenera kusankhidwa mwa chidwi komanso luso posaiwala cholinga cha pulojekiti, kuzindikira ogwira ntchito omwe alipo komanso kuthekera kwa bungwe, zipangizo zogwilira ntchito kuphatikizapo ndalama ndiponso nthawi. Ntchitoyi titha kungosankha kuti tikugwira ndi abwenzi aja basi komanso titha kuiphatikiza kuti enanso tikawaphunzitsa ndikuwaziwitsa zomwezo.

Kuchokera pamenepa, ndipamene tsopano timasanja ma pulani ndi m'ndandanda wa m'mene ntchito itadzagwilidwire komanso dongosolo laza chuma.

**Pogwiritsa ntchito kompyuta:**

34: Momwe tingadziwire ndi kusanja ntchito yoyenela kugwiridwa.

35: Momwe tingadziwire ndi kusanja ntchito yoyenela kugwiridwa – ntchito yoyenera kugwilidwa.

36: Momwe tingadziwire ndi kusanja ntchito yoyenela kugwiridwa – zitsanzo za ntchito.

**Ntchito yoti aliyense agwire payekha kapena m'magulu**

1. Funsani mafunso, pemphani kuti afotokozenso bwino kapena kukuwunikirani zambiri kasanjidwe ka ntchito zoyenera kugwilidwa komanso mitundu yake.
2. M'magulu, pogwilitsa ntchito zomwe tikuyembekeza kuchokera kwa abweni athu, tiyeni tilingalire ndikugwilizana zina mwa ntchito zothandizira abwenzi anthu komanso kuphatikiza anthu ena.

**Gawo 7: Kukhonza njira zimene tingatsatile**

Izi ndi zina zambiri ndi njira zimene ogwira ntchito ya pulojekiti komanso bungwe amagwiritsa ntchito poonetsetsa kuti ntchito yawo ndiyothandiza komanso kuti ikugwilidwa moyenera. Zikachitidwa bwino izi zimapititsa patsogolo bungwe ndipo kuti ma pulojekiti ake amalandilidwa ndikukhazikika ndipo kusintha kumaoneka.

Njira zothandizira bungwe kuti liphunzire ndikupita patsogolo.

1. kufufuza maganizo atsopano, mwayi komanso zipangizo zofunika.
2. Kufufuzanso ndemanga kuchokera kwa omwe akhala akuthandiza modalilika.
3. Kuonetsetsa kuti omwe akutitsogolera akutithandiza ndiponso kugwilizana nafe.
4. Kuwunikanso ndikukonza zomwe ntchito yathu imapanga komanso ndondomeko zathu.
5. Kulankhula nawo pafupipafupi omwe udindo wawo ndiwotithandiza.
6. Kugawana nawo ena nzeru komanso ntchito zathu zabwino.
7. Osatopa poyesera kuchita zatsopano komanso zamakono.
8. Kuliunikanso bungwe lathu m'mene lakhala likuchitira.



Zimatengera m'mene pulojekiti kapena bungwe lasinthira ndondomeko zake zoyendetsera zinthu posankha zoyenera kuchita kuti mudziwe kuti kuphunzira kukuchitikadi.

Zomwe taphunzira komanso zomwe tasintha zimayenera kusungidwa ndi kusamalidwa bwino pamodzi ndi m'mene abwenzi athu aja nawonso akusinthira.

Pa maphunzirowa, ngati gulu kapena m'magulu titha kukambirana kuti ndiziti mwa njira zisanu ndi zitanu zija zomwe titagwilitse ntchito kuti tiphunzire ndipo kuti tidzazigwiritsa ntchito bwanji.

Pogwiritsa ntchito kompyuta:

38- 39: Kukonzekera ntchito yothandiza kuti bungwe/pulojekiti likhale ndi ndondomeko zoyenera popeleka mpata kuti lidzitha kumva ndikugwilitsa ntchito zomwe aphunzira.

40 - 41: Njira zothandizira bungwe kuti liphunzire ndikupita pa tsogolo. Mapulani ake ndi otani?

Ntchito yoti aliyense agwire payekha kapena m'magulu

1. Funsani mafunso, pemphani kuti afotokozenso bwino kapena kukuwunikirani zambiri za mmene bungwe lingapitile patsogolo.
2. Ngati nyumba yonse kapena mmagulu, kambalanani ndi kugwirizana kuti pulojekiti idzatani kuti itsekule makomo ophunzilira ndikusungitsa bwino zomwe yaphunzira.

## **Gawo 8: Kukonza ndi kuunikira ndondomeko zimene tingatsatire**

Pomaliza pa zokambilana za zokonzekera m'mene ntchito itadzagwiridwire, ogwira ntchito tsopano ayenela kukhala ndi pulani yokhazikika yolondoloza zosintha.

Pulojekiti ikayamba zimakhala zofunika kuti mudzitolera ndikulondoloza zinthu zomwe zikusintha pa nthawi yomwe zikungochitika. Izi zimafuna nthawi, ogwira ntchito komanso zipangizo zokwanira. N'zofunika kuti mugwirizane zeni zeni zomwe zili za phindu kuti zitoleledwe (sitepe 8) kuti musaononge nthawi komanso ndalama.

Zofunikazi zimagawidwa m'magulu monga zomwe bungwe likuchita, zomwe abwenzi akuchita ndi kusintha komanso m'mene pulojekiti ikuthandizira abale kuti asinthe.



Izi ndi zina zimene ngati otsogolera pulojekiti tikuyenera kukambirana (Nthawi zina mothandizidwa ndi anthu ena):

1. Akuyenera kugwiritsa ntchito zotsatira zomwe zikutoleledwa ndi ndani?
2. Pulojekitiyi ilondoloza zotsatira ziti ndi ziti?
3. Ndi ndani atalondoloze ndikutolera zotsaatirazi?
4. Kodi ma lipoti akalondolondo ameneyu azilembedwa ndikugawidwa kangati?

5. Tigwiritsa ntchito **zipangizo zANJI** potolera nkhanizi?
- Zida , malo komanso nthawi yoyenera kufufuzira zinthu
  - Momwe tikufunila kuti ma lipoti azilembedwera

Izi zimatipatsa ndondomeko zenizeni zothandiza kulondoloza ntchito makamakanso zida zomwe zidzafunike potolera nkhanizi.

Zotsatira komanso zomwe tagwiritsa ntchito kuti zinthu zitheke timazilondoloza pogwiritsa ntchito zithunzi 5 ndi 6. Chithunzi 7 chikufotokoza mmene timachitira tikamalondoloza za momwe bungwe laphunzilira.

**Chithunzi 5 - M'mene tingatolere Zotsatira za kusintha kwa abwenzi athu.**

<b>Tsiku lolembera lipoti:</b>		Xxxx, ...		
<b>Bwenzi</b>				
<b>Zomwe tikufuna abwenziwa asinthe</b>				
<b>Kalozera :</b>	Pang'ono	Bolako	Kwambiri	<b>Tsopano chasintha ndi chani mukasiyanitsa ndi kale?</b>
<b>Zomwe tikuyembekezera kuona abwenzi athu akuchita (P1: akudziwa za pulojekiti, kukhala ndi chidwi komanso kuthekera.) ... Akalozera ake</b>				
1: ...				
2 ...				
3 ...				
<b>Zomwe tikufuna kuona abwenzi athu akuchita (P2: kutenga nawo mbali komanso Kupititsa patsogolo ntchito za pulojekiti.) ... Akalozera ake</b>				
6 ...				
7 ...				
8 ...				
<b>Zomwe tingakondwe titaona abwenzi athu akuchita (P3: umwini,kuika chidwi ndikuonetsetsa kuti zikutheka) ... akalozera ake</b>				
10 ...				
11 ...				
12 ...				

Ndime yomaliza yomwe ikufotoza zomwe zasintha mwa abwenzi anthu ikuyenela inene mwachutuchutu poonjezelsa zipangizo zina monga mabukhu ndinso intaneti.

**Chithunzi 6 - M'mene chida cha cholondolozera zipangizo ndi ntchito yomwe tagwira chiyenera koonekera.**

<b>Ntchito yomwe inagwilidwa</b>	<b>Tinagwilitsa ntchito chani? Umboni.</b>	<b>Kuthekera (ndi abwenzi ati tinagwira nawo ntchito ndipo zokhudza kusintha kotani?)</b>	<b>Zina zomwe zimachititsa kkuti abwenzi athu asinthe komanso akanike kusintha makamaka zosakhudzana ndi pulojekitiyi.</b>
<b>Zomwe taphunzira ndi zomwe tingakondwe zitachitika ulendo wina (powunikira madera a zomwe tagwilitsa ntchito ndi zina)</b>			
Xxxx ...			

**Chithunzi 8 – Chomwe chimagwiritsidwa ntchito pothandiza bungwe kuti limve zambiri ndikupita patsogolo.**

<b>Gwero la kuphunzira.</b>		<b>Ntchito</b> (kwenikweni munachita chani)	<b>Mwaphunzirapo chani ndipo zikuthandizani bwanji kuti bungwe lisinthe?</b>
1	Kuyembekezera maganizo atsopano, mwayi komanso zipangizo zofunika.		
2	Kufufuzanso ndemanga kuchokera kwa omwe akhala akuthandiza modalilika.		
3	Kuonetsetsa kuti omwe akutitsogolera akutithandiza ndiponso kugwilizana nafe.		
4	Kuwunikanso ndikukonza zomwe ntchito yathu imapanga komanso ndondomeko zathu.		
5	Kulankhula nawo kawirikawiriomwe udindo wawo ndiwotithandiza.		
6	Kugawana nawo ena nzeru komanso ntchito zathu zabwino.		
7	Osatopa poyesera kuchita zatsopano komanso zamakono.		
8	Kuliunikanso bungwe lathu m'mene lakhala likuchitira.		

**Pogwiritsa ntchito makina a kompyuta onetsani izi:**

45 - 48: Kukonzekera kuwunikira polojekiti; kuyang'anira malembedwe a pulojekiti  
49 - 52: Njira zophunzirira za bungwe,... ndondomeko yake ndi yotani?

**Ntchito yoti aliyense agwire payekha kapena m'magulu**

1. Mafunso kapena mfundo zofotokozera / nkhawa zakukonzekera kuwunika polojekiti, makina ndi zida
2. Monga gulu lonse kapena m'magulu, komanso kutengera magulu a malire omwe adadziwika ndi zomwe zikuyenda bwino, kambiranani ndikuvomereza dongosolo loyang'anira polojekiti, makina ndi zida zake





## Kukonza zimene tingapange

Titatha zonsezi, tsopano pulojekiti itha kuyamba ndipo naye kalondolondo ayambikenso. Ngati zofunika zonse zilipo ndiye kuti zomwe takambilanazi tizitembenuze zikhale mutebulo ya ntchito zomwe pulojekiti idzagwire ndi bajeti monga momwe aonetsera pa Chithunzi 8.

*Chithunzi 8. Kutembenuza ndondomeko ya kagwiridwe ntchito ndi mapulani othandiza kuphunzitsa bungwe kuti zikhale ntchito za pulojekiti ndi dongosolo laza chuma.*

Ntchito yomwe idzagwiridwe komanso zomwe zidzagwilitsidwe ntchito.	Ntchito ya chaka chonse, miyezi itatu kapena mwezi umodzi.	Ntchito ya chaka chonse, miyezi itatu kapena mwezi umodzi.	Ntchito ya chaka chonse, miyezi itatu kapena mwezi umodzi.
	1	2	3 ...
Mapulani a bungwe	Xxxx Xxxx	Xxxx Xxxx	Xxxx Xxxx
Mapulani a pulojekiti kapena nthambi ya bungwe	Xxxx Xxxx	Xxxx Xxxx	Xxxx Xxxx
Mapulani a munthu payekha	Xxxx Xxxx	Xxxx Xxxx	Xxxx Xxxx
	<b>Bajeti ya chaka, miyezi itatu, theka la chaka...</b>	<b>Bajeti ya chaka, miyezi itatu, theka la chaka...</b>	<b>Bajeti ya chaka, miyezi itatu, theka la chaka...</b>
Zinthu zofunika ndalama	Xxxx	Xxxx	Xxxx
...			
...			
Ndalama zonse pamodzi	Xxxx	Xxxx	Xxxx

Ngati palibe zofunikira zokwana kuti mapulani oterewa atheke, yesetsani kuti zonse zikhale mchimake kuti ntchito ya pulojekiti itheke ndithu m'mene imayenera kukhalira.

### Ntchito yoti aliyense agwire payekha kapena m'magulu

1. Funsani mafunso, pemphani kuti afotokozenso bwino kapena kukuwunikirani zambiri za bajeti ndi mapulani ogwira ntchito.
2. Ngati nyumba kapena m'magulu, kambilanani ndikugwirizana za mapulani amene munthu payenkha kapena nthambi ya bungwe angakhale nawo. Izi muthanso kukapitiliza kuzilondoloza ngakhale pamene maphunziro atha.

## **Kutsogolo pamene msonkhano watha**

Pamene mukutsekera maphunzirowa mutha kusankha kupanga zinthu zingapo malingana ndi nthawi yomwe mulinayo komanso zomwe mukufunitsitsa kuti zichitike:

- Kuwunikanso wekishopu yanu. Mmene ophunzira akondwera ndi momwe maphunzilowa anasanjidwira, m'mene zinthu zimayendera, zomwe agawana ndi anzawo ndi zatsopano zomwe achita.
- Mwagwirizana zotani pa mapeto pa zonse ndipo muchita chani mukatuluka m'nyumba ino? Kukhazikitsa mapulani tsopano kuti mukatani.

**\*\*\*Zonse Zatha\*\*\***

### **Zambiri zakuti aphunziti a wekishopu awelenge**

1. Earl et. al. in 2001 ndi amene adalembanso bukhu lina labwino lofotokoza zonse taphunzira muno. Bukhuli likupezeka pa intaneti pa tsamba lili m'musili  
[http://www.outcomemapping.ca/download.php?file=/resource/files/OM\\_English\\_final.pdf](http://www.outcomemapping.ca/download.php?file=/resource/files/OM_English_final.pdf).
2. Pa makina a intaneti pali tsamba lotchedwa Outcome Mapping Learning Community (OMLC) lomwe limapezeka mukatsekula [www.outcomemapping.ca](http://www.outcomemapping.ca). Tsambali ndila mphamvu ndipo kuti nthawi ndi nthawi amakhala akuikaponso zinthu zambiri zokhudzana ndi zomwe taphunzira.
3. Zinanso zofunika mukazipeza ku Better Evaluation website pa tsamba la <http://betterevaluation.org/>