### Template Expansion Plan: Individual & Family Enterprise

This list outlines the new templates required to make the Salatiso ecosystem a comprehensive resource for individuals managing their careers and for the unique needs of a family-run enterprise like Mdeni Jalamba Holdings (MJH).

#### Part 1: Individual & Career Development Templates (For HRHelp)

This new section in HRHelp will focus on empowering individuals at every stage of their professional journey.

**1. Career & Education Planning**

* **Life CV / Dynamic Profile Template:** A living document where an individual can continuously record formal and informal experiences, skills, projects, and personal achievements. This is the core of the "Life CV" concept.
* **Career Path Mapper:** An interactive worksheet to help individuals identify their interests, skills, and long-term goals, and map out potential career paths.
* **Personal Development Plan (PDP):** A template for setting specific, measurable, achievable, relevant, and time-bound (SMART) goals for personal and professional growth.
* **Study Planner & Funding Tracker:** A worksheet to plan study schedules, track application deadlines, and manage funding applications for tertiary education or short courses.
* **Mentorship Agreement Template:** A simple agreement to formalize a mentorship relationship, outlining goals and expectations for both mentor and mentee.

**2. Job Seeking & Application**

* **CV / Resume Templates (Multiple Formats):** A collection of modern, professional CV templates (e.g., chronological, functional, skills-based).
* **Cover Letter Templates (Multiple Scenarios):** Templates for job applications, speculative applications, and networking inquiries.
* **Interview Preparation Checklist:** A guide with common questions, research tips, and a checklist for before, during, and after an interview.

**3. Employment & Workplace Navigation**

* **Salary Negotiation Guide & Script:** A document providing tips and sample language for negotiating a salary or a raise.
* **Employee Grievance Form:** A template for an employee to formally raise a complaint with their employer, ensuring all necessary details are included.
* **Resignation Letter Template:** A professional and respectful template for resigning from a position (as requested for Visa).

**4. Freelance & Independent Work**

* **Independent Contractor Agreement:** A clear, simple contract for engaging in freelance or project-based work.
* **Basic Service Invoice Template:** A professional invoice template for freelancers to bill for their services.

#### Part 2: Family Business & Holding Company Templates (For DocuHelp)

These documents are more strategic and governance-focused, making **DocuHelp** their ideal home, as they pertain to the overall structure and management of the enterprise.

**1. Governance & Structure**

* **Family Council Charter & Meeting Agenda/Minutes Template:** A document outlining the purpose, powers, and operating procedures of the Family Council, with templates for running meetings.
* **Shareholders' Agreement (Family Enterprise Version):** A specialized agreement outlining the rights, responsibilities, and obligations of family shareholders, including share transfer rules and dividend policies.
* **Trust Deed Summary & Guide:** A plain-language guide explaining the purpose and function of the family trusts (e.g., The Mdeni Grandchildren's Legacy Trust).
* **Partnership / Joint Venture (JV) Agreement Template:** A model for the 50/50 partnership structure you described, covering IP ownership, operational responsibilities, duration, and termination clauses.

**2. Role & Performance Management (MJH Specific)**

* **Personalized Action & Development Plan (PADP) Template:** The master template for all family members, integrating role responsibilities, core deliverables, training plans, and performance metrics. This is the central tool for earning a stake.
* **Role Profile & Charter Template:** A high-level document defining the purpose, key accountabilities, and brand championship for each senior family member's role.
* **Share Vesting Schedule & Agreement:** A template to formally document the performance-based conditions and timelines for Tina and Kwakho to earn their shares from the trust.

**3. Strategic & Operational Planning**

* **Business Proposal Template (Service-Based):** A comprehensive template for proposing services to external clients, as needed by Visa for her proposal to Meril.
* **Succession Planning Worksheet:** A confidential tool for the Family Council to map out potential future roles and development paths for the next generation.
* **DNA Testing Policy & Agreement:** A formal, sensitively-worded policy document outlining the requirement and procedure for establishing lineage for future generations' eligibility, as per your strict conditions.