

ERASMUS+ Programme 2015 – KA2 Adult Education

Project n°: 2015-1-ES01-KA204-015937

Document name: : **Observation Report Guidelines - Cyprus**

Partner: Cyprus Adult Education Association – Syndesmos Ekpedevsis Enilikon Kyprou (CAEA)

Author: Klitos Symeonides

Employment and Women on the 21st century in Europe: From Household economy to SME economy (Small and Medium enterprises) – MUPYME Project

Guidelines for drafting the participant observation report

As agreed, once the observation is completed it shall be displayed on a report that summarizes the observation action together with other data; both describe what we call the *Professiograph* of the household work. The data, the cold figures, should be discussed by the analyst by making a critical interpretation. We will note possible answers in brackets, but the observer/commentator's reflections are especially interesting.

We remind you that every partner of the project should draft a report for each of the 5 observations that should be made. Afterwards, they will write a summary report for which drafting we will provide an appropriate guide.

1.- Identification

Descriptive data related to:

- **Name** Anna Charalambous
- **Place** Agros Town
- **Analyst name** Klitos Symeonides
- **Approximate time of the observation** 1,5 hours

2.- Context

Other data that may be useful for analysing the space where the observation takes place

- **Type of town (population size)**

Agros is a town in the mountains. It is very picturesque and touristic. 800 people live there. There is an elementary school and a regional Secondary School.

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Small businesses related to the household are the characteristic of this town and many, mainly women and families have an income. It is 60 kilometres far from the capital Nicosia and 45 from Limassol the second large city. Altitude is 1200 metres.

There are many institutions, banks, associations, social and sports' clubs, cultural organizations etc.

Wine yards, rose flowers, many kind of fruits, etc. are the main products and smoke meat at various types is produced. Light manufacture using the local products.

- **Local economy (agricultural, industrial, commercial, services)**

There are some wine industries, many companies mainly home level produce smoke meat (sausages, hiomeri, bacon, tsamarella(goat meat), pastourma (beef sausages) etc.

There is a hospital, all services, a regional agricultural Centre, a huge sport centre with Olympic size swimming pool etc.

- **Local dynamics (enriched, impoverished, emergent)**

It is a progressive community with a bright future. It is emergent with new roads leading to the town.

- **Referential cultural environment (urban, rural, intermediate)**

Rural environment in the mountains. Tourist industry is at high levels.

3.- Profile

Information for the correct understanding of the selected woman as the subject of study

- **Age** 46
- **Educational level** (certified)

Third level of education. She has been to Australia where her husband became Electrical Engineer. She was also studying.

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- **Income level or estimated social class (low, middle, high)**

She has middle class income with one salary at home and children, one at Military Service and one at University.

- **Type of household (members of the family)**

Four persons in the family, wife, husband and two children

- **Work experience outside the household**

For 2 years she worked at a financial services' office; for 7-8 years she worked (part-time) at a shop in the village related with paper materials, computers, printing equipment. Now her husband in the evenings works in the shop. Anna is now helping (part time) her sister, who has a shop in the village where she is making cakes etc.

4.- Subject assessment

Informal data that may help to understand the work performance inside the household

- **Where and how did she learn to perform the household?**

From mother has learned many things. She was giving Anna space for initiatives.

- **How many years has she been working in the household economy?**

She is at household for 15 years.

- **What does she consider to be the most and the least difficult task?**

The easier task is the sweeping. The difficult task is to clean the oven after cooking.

- **What kind of things does she consider that would have facilitated her work performance?**

New technology will facilitate further her work.

- **Has she given up to something in order to take care of the household?**

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She wanted to take a work at the Bank, she was given the job, but she rejected deciding to stay home to grow up children.

- **Would she have pursued other professional career in other circumstances?**

As an ambitious person she wanted to go further in her studies but family was a stronger feeling. She rejected professional development for the family wellbeing. Many women in Cyprus are doing this. Nowadays less and less women reject a good job in order to be home for children and household. Worker women are now working full time and take care of the household and children with all consequences.

5.- Most frequent tasks

This section has to be filled in by following the Tasks File form attached to these guidelines.

ANNEX

6.- The performance

This section has to be filled in by following the Job Analysis form (modified) attached to these guidelines.

Anna is an interesting housewife. She knows what wants for life, she knows what does mean a housewife, a wife, a mother.

She has learned how to take difficult decisions while living in Australia for some years. There she was studying she was studying languages and business.

One important decision was to reject a good job in a bank because she decided to stay at home with children. This shows she is a person with great commitment, determination, taking serious decisions.

Anna is a determinant person with a very strong personality. She is able to reduce conflicts and is specialist on conflict management. She is always cooperating when there is conflict and she is giving ground to take the first role to reduce conflict.

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She is sociable person and is the secretary of the women association of the town Agros. She is active and takes part in European Union projects. She is a good organizer with strong leadership skills.

She is self-educated and always shows interest to develop herself. She is reading books, watching educational programmes on TV.

She is a practical person with skills on electricity machinery, on repairing equipment at household, etc.

Concerning Intellectual and psychological Aptitudes required for job we have the following table

Rate: 0 inappreciable 1. Scarce 2. Medium 3. High

1. General Intelligence required for the job.	3
2. Aptitude for solving problems	2
3. Calculation skills	2
4. Ease of communication	1
5. Spatial aptitude	2
6. Creativity, ease of participation and originality	3
7. Concentration skills	2
8. Movement coordination	2
9. Manual Dexterity	2
10. Ability to differentiate colors,	1
11. Data , ideas or sentences memory	2
12. Spatial memory	2
13. Response capability	2

Concerning personality and social requirements we present the table coming from interview.

Rate: 0 inappreciable 1. Scarce 2. Medium 3. High

1. Easy of building personal relationships	2
2. Ability to make quick decisions	2
3. Perseverance and method	2
4. Self-control	2

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5. Leadership Ability	3
6. Level of responsibility	2
7. Organizational skills	
7.1 In the job itself	2
7.2 Of the work of others	2
7.3 Administrative skills	2
7.4 Adaptive capacity	2

On JOB conditions and efforts we have the following table

Rate: 0 inappreciable 1. Scarce 2. Medium 3. High

1. Physical strain	3
2. Mental effort	3
3. Nervous effort	2
4. Hazardous effort	2
5. Toxicity	1
6. Environmental aggression	1
7. Risks	2

On PERFORMANCE improvement

1. Possibilities to improve job performance

The possibilities to improve the household performance depend on a combination of various factors. Education and continuous personal development is very important. Technological, financial, social, educational reasons and training need attention in order to make improvements. The need for specific training is urgent. Most housewives get training by experience from parents mainly. The need to train housewives as a profession is obvious and it is time the household job to be recognised as a profession.

2. Possibilities of receiving some training

Anna is very interested for training in many aspects of the household activities. There is strong will for training. She spends time for self-learning. She is organizing lectures in the village on various aspects of household.

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The secondary school of the village and the adult education centre of the village are organizing educational activities for the citizens.

3. Main Characteristics of job conditions

Many time housewives feel hopeless. Housewife is always busy and feels isolated. The tasks of household are so many some are complex. Many times housewife feels depressed. Often needs to take serious decisions, take initiatives, react in a fast way but they have no strength. Physical and mental stability is very important but the many tasks sometimes block the right performance.

4. Main Physical requirements including sense requirements

Psychological and physical stability is necessary. Wellbeing of the whole family depends on her. The house economy, Hygiene, cleanness, the wellbeing of the family, health, education, values, etc. all depends on the level of good performance of the housewife.

7.- Summary and critical reflection

This section shall be used by the observer/commentator to note everything he/she considers to be important but does not fit in any of the aforementioned sections.

This part of the document should be finished with a summary of the observation in which the most relevant aspects of this analysis are underlined, together with their transfer to the SMEs economy.

Anna answered to all questions and was friendly. Here is a summary of the personality of Anna, her qualities, her expectations, her vision, the problems she is facing etc.

Even she has high studies she is still a housewife, she feels happy and productive. She is a very intelligent person, hard working person, and she also takes care of her mother. She is a committed person. A person who takes initiatives, risks, decisions. She has strong personality. The high levels of cooperation characterize her apart from her involvement in the common activities of the village, which let her achieve the post of the secretary in the women association.

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She managed to give higher education to the two children. She believes in education.

She was lucky to acquire qualities from parents and she says values of life which are very important for a happy family.

Anna has learned many skills and competences which can be used in case she decides to establish a small business. She acquired knowledge, skills, attitudes, competences. She is already practice her household skills in her sister company.

She says that helping her sister on her small business on snacks, cakes etc she realized that she is able to do many things in the business(keeping records, paying bills, advising , making plans, organizing things, advertising etc) because she was doing these at the household.

BELOW we can see competences acquired at household which correspond to SME

- Conflict resolution (she is calm and conflict is reduced)
- organization issues (at very good level)
- Time management (she keeps plans and timetable)
- communication (Very good communication skills)
- in decision making (strong self-confidence)
- taking risks
- On preserving the environment (very sensitive)
- on the use at low levels logistics and accounts (always wanted to keep records)
- management skills
- Coordination at various levels
- executive role (she likes to implement programmes)
- Security and safety (has skills and practice)
- on Marketing
- on Leadership (she takes leadership role)

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ANNEX

TASK RECORD FILE

ANNA CHARALAMBOUS

TASK	EXECUTIVE	MANAGEMENT	LEVEL OF DECISION	CRITICISM	IMPACT	CORRESPONDENCE	TIME
Cleaning	50%	50%	Shared family	5	Budget area	Environment Time management	Daily 10%
Coffee with mother and friends	65%	35%		4	Family Development	Leadership Team building	Daily 5%
Cooking	70%	30%	Shared husband	5	Mobility Time management	Leadership Motivation Financial management	Daily 5%
Washing	70%	30%	Shared Husband Children	5	Health Economy	Technology Coordination	Daily 10%
Mobility of children	60%	40%	Shared Husband children	3	Financial area	Planning Time management	Daily 5%
Children home work	60%	40%	Shared husband	5	Motivation Relation	Human Resources Management	Daily 10%
Washing machine	70%	43%	Shared Husband children	3	Budget area	Maintenance skills Safety rules at company	Weekly 10%
Ironing	90%	10%		3	Advertisemen t Public Relation	Image on company	Weekly 15%
European project	70%	30%		4	Budget area Management	Leadership Risk management Planning	Weekly 15%
Making cakes	90%	10%		5	Social commitment	Ability to multitasking	Weekly 5%
Purchasing	70%	30%	Shared	4	Human	Ability to choose	Daily

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from grocery			Husband Children		resources Management	priorities Company discipline Work on what are most important purchases	10%
Paying the bills	80%	20%	Shared	4	Self discipline Financial Area	Ability to do tedious work Ability to make important work Logistics	Weekly 20%
Managing the small business	30%	70%	Shared Husband	3	Management	Ability to develop budget	Daily 5%
Decision making	45%	55%	Shared Husband Children	3	Self discipline	Looking after proper functioning of the company Development of the company Training personnel	Daily 10%
Keeping budget	50%	50%	Shared	4	Risk management Financial area	Company documentation Budget	Daily 5%
Lifelong Learning	45%	55%	Shared	5	Personal development	Human resources Training	Daily 5%
Social commitments	70%	30%	Shared	3	Public relation Leadership skills	Ability to provide speech Conflict solving abilities	Twice a week 15%
Environment	60%	40%	Shared Husband children	4	Management Aesthetic values	Ability to organize a pleasant productive working climate Maintain a safe, secure environment	Weekly 10%

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Communication with mass media	40%	60%	Shared Husband Children	5	Family development	Public relation Advertisement	Daily 10%