

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.



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## **1.- Identification**

*Descriptive data related to:*

- **Name** Maria Iosifidou
- **Place** Gouri , village
- **Analyst name** Klitos Symeonides
- **Approximate time of the observation** 2hours

## **2.- Context**

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

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

Maria lives in a low mountains village named Gouri with 300 villagers 40 kilometres from the capital Nicosia. It is a picturesque village with traditional economy, with many farmers, it is very green, with some of the villagers to have family business for tourism oriented as many tourist are visiting the village.

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

There is no elementary School. Young persons are not many. Is a touristic place. There are many farmers. Many inhabitants are manual workers. They produce local wine, smoke meat etc.

- **Local dynamics (enriched, impoverished, emergent) – Cultural environment**

The community is very progressive and dynamic due to the long running adult education centre. Women and men came together and they cooperate closely. Women emancipation is a reality due to the efforts of all citizens. There is rich culture which was developed through the many years of isolation due to bad roads. Household culture with traditional clothes , traditional food, art and crafts, traditional building materials, the language and the values of the village developed from generation to generation all now are taking attention for preservation.

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### **3.- Profile**

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

- **Age** 35
- **Educational level** Secondary school
- **Income level or estimated social class (low, middle, high)**

Middle class with husband being business man

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

4 persons (mother, father and two children live at home)

- **Work experience outside the household**

For 10 years was working at an architecture office in the capital doing designing for housing. Also as part timer for 5 years as secretary at the Primary school of the nearby community.

### **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?**

Parents were working and gave her a lot of freedom for initiatives. From 15 years old she was helping mother in her shop, meeting people everyday and learning how to run a business. The business was for general items. She feels that hospitality spirit is inherent.

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

She is working full time at household economy for more than 10 years.

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

The most difficult task is ironing as she feels boaring. The cooking is her favour task, she loves cooking.

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

The household provides all equipment and machinery also tools needed.

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

She needs more time for herself. She left herself with low levels of entertainment in favour of her family. She replaces her happiness being active member of the community, organizing many activities.

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

She has a dream to create a cooperative organization in the villages where villagers can have shares and promote progress and benefits in the village.

## **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.*

Maria is a dynamic woman who knows what she wants from life and what could do for her, her family for the society.

She is very good in ICT and keeps even the accounts of the company of her husband. Once a week she is going to the company in Nicosia the capital. She is doing most payment via internet.

She is cooking 2 meals a day. She is sensitive for the environment and she use for cooking healthy and hygiene specification. She is trying to exploit the local environment in relation to cooking, to food preferences etc.

She is active member in the village organizing with others activities during Easter and Christmas holidays, for special days at the village, for special efforts to present local products etc. Theatre,

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music, dancing etc are promoted often. Women of the village are taking the main role in organizing activities vital for the village.

She has great autonomy and a person with leadership skills. She is taking fast decision and can solve problems when they arise. She is a cooperative person always take the executive role in consultation. Her management skill are at high levels.

She has physical strength and mental stability to perform very well and be productive.

She is polytasked and polytalented persons cutting the woods for the fireplace besides the so many other duties.

She believes that a housewife is learning many skills and knowledge , experience a lot of knowledge and skills and if there is a decision for a small business she is ready to use these skills and knowledge. One of the main principle for leading a company is the organizational, administrative , decision making, conflict solving , management skills and knowledge and those qualities are acquired at home.

**Maria has answered all question at section JOB ANALYSIS in relation to Intellectual Aptitudes, Personality and Social requirements, and Job Conditions and Efforts:**

### **1. Intellectual and psychological Aptitudes**

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

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

### **2. Personality and Social requirements**

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

1. Easy of building personal relationships	3
2. Ability to make quick decisions	3
3. Perseverance and method	3
4. Self control	3
5. Leadership Ability	3
6. Level of responsibility	2
7. Organizational skills	
7.1 In the job itself	3
7.2 Of the work of others	1
7.3 Administrative skills	3
7.4 Adaptive capacity	2

### 3. Job conditions and efforts

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

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

### On PERFORMANCE improvement

#### 1. Possibilities to improve job performance

Maria is very interested to improve further her job performance. She is learning all the time. She is active and socially oriented, making easy friendships and planning programmes to self-improvement. She is self-educated person using new technology at high levels. She is reading a lot.

#### 2. Possibilities of receiving some training

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Maria is very interested to receive training. There are no educational opportunities at high levels at the village but she participates at the Adult Education Centre of the village. She is always participates in lectures and watching TV learning programmes. If there are organized programmes for housewives she is very interested.

### **3. Main Characteristics of job conditions**

Household job is very demandable and complex and needs a lot of knowledge, mental and physical stability as well as psychological strength. Demands skills in many fields such as management, organization, decision taking, initiative, cooperation and communication. Risk management, conflict resolution skills, time management skills are necessary.

Important is to accept mistakes and learning from mistakes, to have commitment and to try always for self-development.

### **4. Main Physical requirements including sense requirements**

Maria is a stable personality. She is a cooperating person, accepts consultation for decision making. She believes that physical strength, mental and psychological stability are important qualities for a right housewife. Household tasks are very sensitive needs many senses on alert. The housewife is doing so many tasks the same time. She needs to be all the time careful, so many matters needed security and safety , so may decisions on environmental food and hygiene etc are taken.

## **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.*

Maria is an example of a successful self-developed housewife. She has social skills, public relation skills and active in the community she lives.

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She has the support of her mother and the mother of her husband. Besides her household activities is working part time of contribute to the family budget but mainly not to feel boring at home as now children go to school.

She is doing most of the household tasks and keep the home budget and expenses at necessary levels. Very good in internet activities is doing all financial activities on line.

She is sensitive to the environment and maintains a lot of flowers. Her house is clean with all equipment and machineries needed.

She keeps records for many activities and tasks and she is well informed about the evolutions in household activities following mass media.

She believes that a housewife can become a successful business woman as many of the qualities acquired at household have very close similarities with tasks of the business women. Many times these knowledge, skills, attitudes are hidden and need to come out in the surface with right training. Women should be empowered to believe to their strengths and where there are limitations should be assisted to acquire the missing strengths.

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

- Leadership ( Skills are very high, has leading role in the village)
- Motivation ( She motivates others )
- Time management ( She managed to share the time with many duties)
- Best use of resources ( planning , organizing, of many activities )
- Environment( Maintain, safe and secure environment for family)
- Good looking of products ( Quality products )
- Choose priorities ( Ability to choose priorities at home)
- Decision making ( has a strong confidence to take decisions .)
- Taking risks ( Takes risks at high levels)
- The use logistics and accounts( She is well organised person her financial transactions)
- On management on many kinds ( she is a good manager of house and work activities)
- Coordination at various levels( She coordinates with other families and friends)
- Executive role ( she is taking decisions in cooperation )
- Marketing and advertising ( Is good in marketing)
- She manage to use all senses at satisfactory levels.
- Have the necessary stability ( mental , psychological)



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## ANNEX

### TASK RECORD FILE

#### MARIA IOSIFIDOU

TASK	EXECUTIVE	MANAGEMENT	LEVEL OF DECISION	CRITICISM	IMPACT	CORRESPONDENCE	TIME
Preserving the traditions in the village	60%	40%	Shared family	5	Budget area	Aims, Planning Time management	Weekly 10%
Education for children-home work	80%	20%	Shared husband	4	Family Development	Human Resources Motivation	Daily 10%
Cutting Woods for firework	70%	30%	Shared husband	5	Mobility Time management	Motivation Financial management	Monthly 30%
Cooking	70%	30%	Shared Husband Children	5	Health Economy	Logistics tasks Coordination	Daily 15%
Purchase food for household	70%	30%	Shared Husband children	3	Financial area Budget area	Catering organization Logistics Planning	Daily 5%
Purchase for clothes, materials, tool for home	60%	40%	Shared Husband children	3	Budget area	Budget planning Reacting on changes in the SME Logistics	Weekly 10%
Maintenance of clothes	90%	10%		3	Advertisement Public Relation	Looking after proper appearance of the company products	Weekly 15%
Home maintenance	70%	30%	Shared Husband children	4	Financial area	Ability to create a good looking product for example website	Daily 10%
Children home work	70%	30%		5	Budget management	Company training Human Resources	Daily 5%

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TASK	EXECUTIVE	MANAGEMENT	LEVEL OF DECISION	CRITICISM	IMPACT	CORRESPONDENCE	TIME
Cleaning	75%	35%	Shared Husband Children	4	Human resources Management Ability to understand employees work	Ability to choose priorities Ability to make important work Self discipline	Daily 10%
Ironing	80%	20%		4	Self discipline	Ability to do tedious work	Weekly 20%
Budget-Logistics	50%	50%	Shared Husband	3	Management	Ability to develop budget	Daily 5%
Environment	55%	45%	Shared Husband children	3	Aesthetic Values Protection of healthy household	Ability to organize a pleasant productive working climate Maintain a safe, secure environment	Daily 10%
Settling family bills	60%	40%		4	Financial area	Executive work Risk management	Daily 5%
Children mobility	65%	35%		4	Time management	Delivering products	Daily 10%
Social meetings	60%	40%		3	Public relation	Ability to provide speech Leadership skills Conflict solving abilities	Twice a week 15%
Gardening	60%	40%	Shared Husband children	4	Management Close relations	Planning task related to the time Team building	Weekly 10%
Meetings as member of committees	40%	60%		4	Public relation	Problem solving Leadership	Weekly 25%