

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** DORA LAPITHOS
- **Place** Limassol , originated from Lapithos town an occupied place
- **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)**

Limassol is the second large city, the biggest harbour, the city of small business and companies, the place of entertainment, the place of ship companies offices. The city is near the wine yards and there are many wine companies. Is growing very fast. Is the biggest centre for Tourism with many hotels and apartments.

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

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

The area of services, banking, insurances, but mainly off shore companies is very advanced. Limassol is surrounded by rural areas with low mountains, wild nature, small communities, traditional style life, cultural activities etc. Many industries are based in Limassol, working on all kinds of products.

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

It is an emergent economy in all aspects. There is great dynamism for more development. Is in the crass road of Cyprus, is near a rich country side, beautiful surrounding, there is bright future.

- **Referential cultural environment:**

There is tradition in local culture and the festival taking place there are many. Wine festival, carnival, regional and local festivals presenting –preserving the traditions etc

3.- Profile

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

- **Age** 50 years old
- **Educational level** Higher Education, studies for 3 years abroad as architecture.
- **Income level or estimated social class (low, middle, high)**

Middle level. Husband is architecture with low- middle income. She is housewife.

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

They live in a refugee settlement in a flat offered by the government to the family. The flat is 3 bed rooms as they have 3 children. Mother of Dora died recently. She was very helpful to her. The flat is very close to the centre of the city near the harbour, near many cultural cities, shops, pedestrian cites etc.

- **Work experience outside the household**

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

She was working for 10 years at an architecture office. She was also working for the statistical Department of the Government as part time officer for 7 years. She managed to receive a lot of experiences.

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 gave her the foundation to perform well in the family. They gave her opportunities and initiatives to practice in the household. Her mother was very dynamic and was interested to give Dora many skills in the household economy

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

She is working in the household for 15 years doing all tasks that a housewife is practicing.

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

Ironing is the most difficult task and cooking is the most least task..

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

A house helper from Asia is employed every month for a day to do work that needs a lot of manual work like cleaning curtains, carpets, cleaning walls etc. Dora believes that technological developments concerning materials, tools, equipment could facilitate the household work. Also the cooperation inside the family could make the housewife work easier.

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

Dora stopped working becoming an official housewife in order to grow up her 3 children.

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

Dora would like to continue her career as architecture and develop skills in crafts like engraving that she likes very much. BUT children blocked her dreams. Concerning engraving she managed to find sometimes to be near the best engraver in Cyprus and persuade her children to acquire skills in this area.

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

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.

Dora was friendly during the interview and looks enjoying it. She is a strong personality and she has clear vision of her aims in life. She managed to grow up her children and one of them married and has a child.

One important decision she has intentionally taken by her is to abandon her car and nor she is not driving. She use public transport or her husband facilitate her movements. She is not driving for environmental reasons and to feel freer for her social activities.

Dora is environmentalist, is recycling everything, she is following internet and seminars to be aware. She gives great attention for high security and safety at home.

She is a talented woman; she likes music, ballet, painting. She is cooperating with other parents for the best education of children. Homework and private lessons for her children are given together with other children of her friends in order to promote cooperation, friendship, togetherness.

The has high degree of Hypengyphobia-Low levels of responsibility. She feels that this is due to her dynamic mother. But maybe could be also due to the loss of her house at young age. She does like to be director.

She feels that the great will to have a family and children is inherent. Also her persistence is inherent. She is a master in solving problems and fined some difficulties in making decisions. As executive is very good.

She functions with great autonomy. She is also taking initiatives due as she believes of the working husband.

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

She is very good in using mass media and follows internet, reading books etc. She does not like to be on Facebook.

She is open for cooperation and she follows Line production. She coordinates things.

She is socially active.

Concerning economics, expenses, bills she is not keeping written documents. She is doing everything empirically.

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

2. Personality and Social requirements

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

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

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

6. Level of responsibility	2
7. Organizational skills	
7.1 In the job itself	2
7.2 Of the work of others	1
7.3 Administrative skills	3
7.4 Adaptive capacity	3

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	2
6. Environmental aggression	2
7. Risks	3

On PERFORMANCE improvement

1. Possibilities to improve job performance

She is very interested to improve further her job performance. Her active character is always seeking ways to improve her knowledge, skills attitudes on household issues. She is self-educated person using new technology to learn. She is a socializing person and discusses issues with others. She is reading a lot. She is in favour of changes.

2. Possibilities of receiving some training

She is very interested to receive training. She is always participating in lectures and watching TV learning programmes. She is near experts on hobbies creating activities.

Unfortunately there are no organised programmes for training housewives.

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

3. Main Characteristics of job conditions

Household job is very complex and somebody to be effective needs many skills, knowledge, physical, mental and psychological strength and stability, to be patient, to be good organizer with initiative, commitment, good will. Household job is one of the most difficult work and unfortunately there no organized training for this job.

Dora fortunately is self-educated person and has a lot of skills to perform well at home.

4. Main Physical requirements including sense requirements

Dora is a stable personality. She is clever, she loves household, and she is caring very much for the family which see her task as a mission. She can take fast decisions but prefer consultation. She can take risks after serious consideration. She uses her hands very well even if prefer good equipment and materials to assist efforts.

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.

Dora was young student when she was displaced with her family (mother and father)

They were living in tents for some months and later the government created flats for refugees and was given one with 3 bedrooms in a refugee settlement in the centre of the city. The life was hard at the beginning. Mother was overprotected person-this is natural after being displaced person and family. Parents gave her values and qualities.

She went to Greece for studies at the University of Thessaloniki, and then she married and produced 3 children. She has to work before having the children for some years but then decided to stay home to grow up children.

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

She is a very good housewife with many skills and knowledge and qualities needed. Commitment, loving people, stability, cooperation spirit, communication skills, organizational skills, ability to solve problems and take decisions, creativity spirit and skills, care for the environment. She is always trying for improvements.

She is spending 10 hours a day at the household doing also babysitting taking care of her grandchild.

She is doing many household activities (SEE ANNEX) and very rare use the services of a helper-when cleaning carpets or walls, or other tasks needing physical strength or expertise.

She is not dealing a lot with bills and financial documents; she is doing economic tasks in a empirical way.

She loves to have children and make any sacrifices for the best wellbeing of the children. She gave up her job for the children. The loss of her mother recently was very painful and affected her very much.

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

- Taking risks (Takes risks at medium level, she is very careful to take risks.)
- The use logistics and accounts(She is empirical in 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 cooperating with husband, children and friends)
- Marketing and advertising (Is good in marketing-have experience.)
- Leadership (Skills here are medium as cooperation levels lead her for decisions with others)
- Motivation (She inspired others at home)
- 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)
- Mobility (Mobility of people)
- Good looking of products (Quality products)
- Choose priorities (Ability to choose priorities at home)
- Decision making (has a reasonable confidence to take decisions in consultation)

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

ANNEX

TASK RECORD FILE

DORA LAPITHOS

TASK	EXECUTIVE	MANAGEMENT	LEVEL OF DECISION	CRITICISM	IMPACT	CORRESPONDENCE	TIME
Preserving the traditions- Engraving	60%	40%	Shared family	3	Budget area	Aims, Planning Time management	Weekly 10%
Education for children- home work	70%	30%	Shared husband	4	Family Development	Human Resources	Daily 15%
Refugee committees	60%	40%		5	Mobility Time management	Leadership Motivation	Weekly 10%
Cooking	80%	20%	Shared Husband Children	5	Health Economy	Logistics tasks Coordination	Daily 20%
Purchase food for household	70%	30%	Shared Husband children	3	Financial area Budget area	Catering organization Logistics Planning	Daily 10%
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%
Baby sitting	70%	30%		4	Leadership	Self development	Weekly 30%
Children home work	80%	20%		5	Budget management	Ability to multitasking	Daily 10%

Reviewed by: Klitos Symeonides

Code: 20160406_MU_O3_CAEA_1

This project has been funded with support from the European Commission. This publication Route Map reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

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

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 but vary tedious work Self discipline	Daily 15%
Ironing	60%	40%		4	Self discipline	Ability to do tedious work	Weekly 20%
Budget-Logistics	50%	50%	Shared Husband	3	Management	Ability to develop budget	Daily 10%
Environment	35%	65%	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	Risk management	Logistics	Daily 5%
Children mobility	60%	40%	shared	4	Time management	Delivering products	Daily 5%
Social meetings	70%	30%		3	Public relation	Ability to provide speech Conflict solving abilities	Twice a week 15%
Gardening	60%	40%	Shared Husband children	4	Management	Planning task related to the time	Weekly 10%
Social gathering	40%	60%		5	Public relation	Problem solving	Weekly 25%