

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** PORI LIMASSOL
- **Place** Limassol City
- **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 in Cyprus with 170 000 people. The main harbour of Cyprus is in Limassol.

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

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There is an industrial city with light industry. Main industry is the wine industry. There are many banks, insurance companies and is the main centre of offshore companies, so services are advanced. Shipping companies and services are many in Limassol.

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

Limassol is growing rapidly. Thousands of refugees from Famacusta , 40 years ago settled in Limassol and transferred their expertise in shipping commerce etc..

- **Referential cultural environment:**

Limassol is the city of entertainment. Is the city of Carnival , the city where every year is organized the wine festival. Cultural activities are many and the municipality of Limassol maintains a strong cultural committee.

3.- Profile

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

- **Age** 58 years old
- **Educational level**

Speaks-understand English at medium level. Her graduation took place in 2074 from secondary school, the year of her displacement when she moved to Limassol. She is a very socializing person and has very advance social contacts. She is self-educated person trying all the time to improve herself.

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

Income is Medium. Social class is high. She is a huge amount of contact with high level personalities as she has leadership skills and pleasant personality. Her husband is a pensioner. Her income is enough to cover expenses of the household. They do not pay renting. They live in a house where they do not pay rent. They live a simple life, they have no luxury expenses.

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

There are 3 children in the family the last one is a PHD student. One child is married with two small children. She has many tasks as mother and recently as grandmother. The two daughters

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are working. The house is not large, it is not modern. It is located in the centre of the city near the historical centre, near the harbour, near shops.

- **Work experience outside the household**

Popi is working as part timer teaching arts-crafts at the Adult Education Centres of the Ministry of Education and culture. She has a good income. Popi maintains social contacts and belongs to committees in various organizations including the Municipality cultural committee. She is the chairman of the tutors association of the Adult Education Centres. She participates in exhibitions. Popi is skilful in arts and crafts and at free time is doing painting, mosaic work, copper work, masks for carnival etc and she is selling some of the product. She started when she was 20 years old to get training in art and crafts and gradually she became expert.

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?**

She was born in a small village. Parents maintained fields where they were working and children including Popi, were helping them. The love of nature, the love of country side, the love of the fields and the hard work, the love of the farmer work, marked her life. She started cooking for the family in young age. Her parents were very liberal, allowing initiatives.

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

She started working at the household after she got married after the displacement in 1974.(42 years from now). She is a talented person. She was doing many works In order to contribute to the house economy. Nearby was a pottery factory, she got training on pottery. She was visiting a small clothe business and learned how to saw and cutting. She visited painters nearby and she got skills on painting. Gradually she used the skills to paint on cloths, lace work, etc. and earn money for household. Today she is working as part time tutor in Adult Education Centres and has a good income. Also at free time she is doing masks, painting, Copper work etc.

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

The most difficult task for her is to command the time, to combine the household activities with social duties as she belongs to cultural, educational and social associations.

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The least difficult task is cooking as she feels very happy cooking. She is often cooking for friends organizing dinners at home. Her favour cooking is making cakes.

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

The continuous self-trained in various fields of the household tasks and activities, reading the latest evolutions, attending lectures, practicing. She is also renewing the household materials, equipment and tools and has the most modern facilities.

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

She wanted to go for higher education she was feeling strong for this. Parents had different idea, wanted her to marry, and she did it at 20 years old.

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

She succeeded to be one of the best professionals in Cyprus for art and grafts (self-educated). She is teaching and also deals on her free time. She feels happy for this and she does not regret of not going for higher education, as what is doing now is very pleasant and contributing a lot in the home economy.

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.

Popi is an interesting housewife. She succeeded to fulfil many of her dreams due to hard work and inherent qualities. She lost her house, her property, at young age and managed to rebuild her life.

Answering all questions during the oral interview, she emphasized that parents gave her determination, freedom of decision, high level of autonomy, friendly feelings, and trust to

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other people. Parents gave her the necessary skills for household management. Parents were farmers, skilful, loving nature.

She has basic skills on new technology, and she is able to make patterns for her work. She wanted to have more skills on ICT.

She believes that a housewife needs global knowledge, skills, experiences to succeed. Society should make sure that we have stable, experienced housewives. This preparation should start from childhood and at schools.

She believes in household evolution and changes. She is ambitious person, is persistent and if family finances permits she is renewing materials tool, equipment feeling that this is an investment.

Is a very good organizer and planner. The week end plans for next week in details. For serious decisions, for example changing furniture or painting the house is planning ahead and make the necessary money deposit for this.

She 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	1
4. Ease of communication	3
5. Spatial aptitude	2
6. Creativity, ease of participation and originality	3
7. Concentration skills	3
8. Movement coordination	1
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

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2. Personality and Social requirements

(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	3
4. Self control	3
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	3
7.4 Adaptive capacity	3

3. Job conditions and efforts

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

1. Physical strain	2
2. Mental effort	2
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. There are many factors contributing to this. Training facilities,(specialized course) funds(to introduce new technology, make changes), time for training, self-reading etc . She is a leading personality in Cyprus in Lifelong Learning belonging in organizations on Adult Education.

2. Possibilities of receiving some training

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Informal Learning is the corner stone for training of housewives. Many opportunities are given in short courses, lectures, self-reading, and experiential learning. Recently there are many presentations on mass media concerning household training. There is strong will for training. .

3. Main Characteristics of job conditions

Job could be boring and in isolation, affecting the psychology of the housewife. Another problem-Characteristic is that it is time consuming; there is no limit of time. The task of household is so many some are complex. Many tasks need solutions on the spot. Need of fast decisions sometimes with a risk element, are happening all the time.. Need of many skills and knowledge, strength, initiative, time management etc. contribute to make the job easier.

4. Main Physical requirements including sense requirements

Housewife is the mind, the lung of the household. The whole family has happiness, stability, development. Psychological and physical stability is necessary. Physical, psychological health of the family, education, wellbeing and stability depend 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.

Popi(Official name Penelopi) is a characteristic of a self-developed , self-created effective housewife. With her hard work managed to be a whole personality involved in many areas of human activity besides the household.

When she was 17 years old, her family was displaced to a large city from a small village with primitive conditions of living. Parents gave her many values and qualities. Autonomy, initiative, respect, hospitable values, organization skills, management abilities. She managed to multiply all the above and add many others.

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Her dream is to have higher education, which was blocked by parents who wanted her to get marry. She got married very young. At that time the displacement took place and a young engaged person has to solve serious survival problems (shelter, job, creation of household (tools, equipment, materials etc.). She never stopped learning. She did every kind of job to survive. Her charisma, a “gold” finger person became a successful housewife, a successful mother, successful for the society.

Her skill and competences are many and if she decides to start a company she will definitely succeed as all skills, knowledge, attitudes needed for a company have been practiced by her on household, in part time jobs, in society involvement.

Below is a list of competences she has acquired as she listed during the interview and that CORRESPOND in SME if decides to start a business.

- Decision making (has the confidence to take decisions)
- Taking risks (take decisions with a risk and she believes to her intuition)
- The use logistics and accounts(she has acquired many skills on this making home budget, paying bills, planning expenses etc.)
- On management on many kinds (she is a good manager of house and work activities)
- Coordination at various levels(She cooperates with many bodies and coordinate activities
- Executive role (she is taking most decisions)
- Marketing and advertising (Is marketing oriented person learned from organizing exhibitions etc.)
- Leadership (she is natural leader having every year more than 100 adult students)
- Conflict resolution(working for many years with adults she has faced with many conflicts)
- Motivation (She inspired others at home , in society, t work)
- Time management (She managed to share the time with many duties)
- Best use of resources (planning , organizing, executing of many activities)
- Environment(Maintain, safe and secure environment)
- Mobility (Mobility of people , of resources ,)
- Multitasking (Very important at SME work)
- Good looking of products (Quality products)
- Choose priorities (Ability to choose priorities at home , at work, at social life)

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ANNEX

TASK RECORD FILE

PORI LIMASSOL

TASK	EXECUTIVE	MANAGEMENT	LEVEL OF DECISION	CRITICISM	IMPACT	CORRESPONDENCE	TIME
Planning Programming for the week	70%	30%	Shared family	4	Budget area	Project proposal Aims, Planning Time management	Weekly 10%
Education for children-home work	80%	20%	Shared husband	4	Family Development	Human Resources	Daily 10%
Children mobility	70%	30%	Shared husband	5	Mobility Time management	Leadership Motivation	Daily 10%
Cooking	80%	20%	Shared Husband Children	5	Health Economy	Logistics tasks Coordination	Daily 10%
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%
Painting, making mosaics, masks, copper work as	70%	30%	Shared Husband children	4	Graphics advertisement	Ability to create a good looking product for example website	Daily 15%

Reviewed by: Klitos Symeonides

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hobbies.							
Making cakes	80%	20%		5	Budget management	Ability to multitasking	Daily 5%
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 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	45%	55%	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	Work on what are most important purchases	Daily 5%
Social meetings	70%	30%		3	Public relation	Ability to provide speech Conflict solving abilities	Twice a week 15%
Gardening	50%	50%	Shared Husband children	4	Management	Planning task related to the time	Weekly 10%
Meetings as member of committees	50%	50%		4	Public relation	Problem solving	Weekly 25%