

ERASMUS+ Programme 2015 – KA2 Adult Education
Project n°: 2015-1-ES01-KA204-015937
Document name: Observation Report Guidelines - Germany
Partner: Deutscher Volkshochschul-Verband Ev – DVV
Author: Gisela Waschek

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 anonym Woman 1**
- **Place:** Bonn
- **Analyst name:** Gisela Waschek
- **Approximate time of the observation:** one hour

2.- Context

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

- **Type of town:** Bonn (City of Beethoven) is the former capital of Germany. After the unification of the two German states in 1990, nearly all ministries moved to Berlin. Some ministries are still based in Bonn, but have dependences in Berlin. Bonn has 310.000 inhabitants and 16.000 small and medium sized enterprises. There are also a University and all sorts of schools. The town is very attractive for tourists due to its favorable geographical location near the Rhine.
- **Local economy:** Bonn has developed in the last 20 years to a centre for science, research and innovation, an ICT Location (Telecom, Deutsche Post), and an International City, hosting 18 UN organizations

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- **Local dynamics:** Compared with other towns Bonn has a low [unemployment rate](#).
- **Referential cultural environment:** Bonn is the native village of Beethoven. There take place many festivals and cultural events. Bonn has several theatres, an Opera, cinemas etc. Bonn is close to Cologne with its rich cultural and historical life.

3.- Profile

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

- **Age:** 35
- **Educational level:** University diploma in Arab and Persian; certified bookseller
- **Income level or estimated social class:** middle
- **Type of household** husband and four children
- **Work experience outside the household:** After her university studies she worked for two years. After the birth of her twins – since 6 years - she stayed at home and stopped her professional career.

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 has no specific formation regarding the performance of her household, but learned the basics from observing her mother, self learning by reading books and help in the social media
- **How many years has she been working in the household economy?**
Since 6 Years up to now
- **What does she consider to be the most and the least difficult task?**
The most stressful thing is to be permanently available and to have to do all things at the same time. There is not much time for her.
- **What kind of things does she consider that would have facilitated her work performance?**
- She would like to have a household help, but it is too expensive.

- **Has she given up to something in order to take care of the household?**
Her professional career due to the children

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- **Would she have pursued other professional career in other circumstances?**
When the children are older, she wants to restart her professional life (part-time)

5.- Most frequent tasks

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

(see Annex)

6.- The performance

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

Woman 1: For her the household and the education of four children are stressful, but it is a phase due to the children which will end when the children are elder. Actual she has no other job and is full engaged in household and educational activities. The most time takes the cleaning and maintenance of the household and the care of the family unit. With four children she has many competencies in conflict management. Most of the decisions regarding the household and the children she takes alone. But in respect to very “important” questions her husband wants to be involved, for example the question which school the children shall visit or if there is are high expenses to do.

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	0
6. Creativity, ease of participation and originality	3
7. Concentration skills	3
8. Movement coordination	0
9. Manual Dexterity	2
10. Ability to differentiate colors,	1
11. Data , ideas or sentences memory	3

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- | | |
|-------------------------|---|
| 12. Spatial memory | 0 |
| 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 | 3 |
| 3. Perseverance and method | 3 |
| 4. Self control | 2 |
| 5. Leadership Ability | 3 |
| 6. Level of responsibility | 3 |
| 7. Organizational skills | |
| 7.1 In the job itself | 3 |
| 7.2 Of the work of others | 3 |
| 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 | 3 |
| 3. Nervous effort | 3 |
| 4. Hazardous effort | 0 |
| 5. Toxicity | 1 |
| 6. Environmental aggression | no answer |
| 7. Risks | no answer3 |

On PERFORMANCE improvement

1. Possibilities to improve job performance

Woman 1 is interested in knowledge about nutrition. For her it would be a good idea introduce household management as school subject

2. Possibilities of receiving some training

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Woman 1 is interested in receiving tips, but not in a professional training. She gets their information from lecture, TV, Social Media, friends and family.

3. Main Characteristics of job conditions

The job is very complex and stressful. You have to be always present and it is a multitasking job. For her the work is exhausting in respects to the psychological and mental aspect, not physically. She has to put on side her own interests

4. Main Physical requirements including sense requirements

For woman 1 physical requirement are not so important (s. above)

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.

In general housewife 1 is content with her actual life. She has no difficulties to maintain the household in respect of all necessary tasks. She has a well-equipped household with all necessary machines and knows many women in the same situation so that she does not live isolated. For her it is a phase due to her four children. She is self-confident and knows that she has many competences and would be able to work in well paid job. When the children are older she will continue her professional life, but she does not plan to become an entrepreneur.

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Housewife 1 TASKS RECORD

TASK	EXECUTIV E	MANAGEMENT	LEVEL OF DECISION	CRITICISM	IMPACT	TIME
Cleaning and Maintenance	100 %	No planning necessary	Not shared	Necessary work which has to be done	Well-feeling, health	Two hours per day
Care of the family unit	80%	No planning necessary	20% husband	5	Well-feeling, Physical /psychological)	permanent,
Expenses and Incomes Management	80 %	If necessary	Shared 50 / 50 % with husband	If necessary	“ “	Not to be planned, ca. monthly
Inventories (for example food, clothes...)	80%	permanent	20% husband	5	Well-feeling	Not to be planned Ca. weekly
Environment impact	No special task	-	-	-	-	
Children Education	80 %	No planning	Shared with husband (20%)	5	Importan for the future of a child	permanent

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Decision-making process and conflicts resolution	80 %	No planning	Shared with husband (20%)	5		permanent
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