

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 2
- **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:** 45
- **Educational level:** University diploma in Armenia in electrical engineering
- **Income level or estimated social class:** middle
- **Type of household:** husband and two children (18 and 16 years))
- **Work experience outside the household:** After her university studies, she worked for for a short time in her profession as engineer (in Armenia). After the birth of her first child she stopped working, because she had no adequate care option for her child. –

### 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 and learned by doing and as child in the household of her mother.
- **How many years has she been working in the household economy?**  
Since 17 years
- **What does she consider to be the most and the least difficult task?**  
When the children were young it was a stressful job. Actually, her main stress is that she would like to have a job, but doesn't find. The household maintaining does not take many time, the children are young adult and she would like to do something another.
- **What kind of things does she consider that would have facilitated her work performance?**  
Actually nothing
- **Has she given up to something in order to take care of the household?**  
Her professional career

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- **Would she have pursued other professional career in other circumstances?**  
She has many competences in photography and would like to use these competencies professionally.

### **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 2: The household tasks don not take much time and she is looking for possibilities to work.

### **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	3
4. Ease of communication	3
5. Spatial aptitude	3
6. Creativity, ease of participation and originality	3
7. Concentration skills	2
8. Movement coordination	3
9. Manual Dexterity	3
10. Ability to differentiate colors,	3
11. Data , ideas or sentences memory	2
12. Spatial memory	3
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	1
3. Perseverance and method	2
4. Self control	2
5. Leadership Ability	3
6. Level of responsibility	3
7. Organizational skills	
7.1 In the job itself	2
7.2 Of the work of others	2
7.3 Administrative skills	1
7.4 Adaptive capacity	3

### 3. Job conditions and efforts

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

1. Physical strain	1
2. Mental effort	3
3. Nervous effort	1
4. Hazardous effort	0
5. Toxicity	0
6. Environmental aggression	0
7. Risks	no answer3

### On PERFORMANCE improvement

#### 1. Possibilities to improve job performance

Woman 2 has no problems with the job performance. She is looking for improving her language competence in German and English and to find a paid job.

#### 2. Possibilities of receiving some training

No interest

#### 3. Main Characteristics of job conditions

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Woman 2 has a well-equipped household, but for her the job is boring: the children go to school, the son will begin to study next year, her husband is working all the day and she is looking for something what she could do.

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

No answer

#### **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.*

Housewife 2 is in a phase where she wants to change her life. For her it is very difficult to find a job. Her diploma from Armenia is not recognized in Germany so that there is no possibility to work in her job. When she came to Germany 5 years ago she did not speak German neither another language. She participated in language courses and learnt German. Since one year she learns English. Once a week she helps in a medical cabinet at the reception. She also has a volunteer job in a retirement home. She is very fit in the new information and communication technologies and in photography.

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### **Housewife 2 TASKS RECORD**

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

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