

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 3
- **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:** 64
- **Educational level:** secondary school, profession: Dental Assistant
- **Income level or estimated social class:** middle
- **Type of household** husband; one son (26) who has his own apartment
- **Work experience outside the household:** She worked part-time (10 hours per week) as dental assistant all the time. Only during the time when her son was a baby she stopped working for two years. Last year, in 2015, she stopped working in her profession and retired. Actual she is looking for elder people and gets a small rate per hour. (Volunteer)

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?**
Before starting her formation as dental assistant she visited a school for women where she learnt basics of household keeping. During the first time this helped her in the performance of her household. Many things she learned by doing.
- **How many years has she been working in the household economy?**
2 years during the baby break
- **What does she consider to be the most and the least difficult task?**
She has no stress with the performance of her household. She only does the most important things. Her husband helps her sometimes in household and garden and carries out repairs.
- **What kind of things does she consider that would have facilitated her work performance?**
Not necessary
- **Has she given up to something in order to take care of the household?**

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no

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

no

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.	2
2. Aptitude for solving problems	3
3. Calculation skills	2
4. Ease of communication	3
5. Spatial aptitude	3
6. Creativity, ease of participation and originality	2
7. Concentration skills	2
8. Movement coordination	2
9. Manual Dexterity	2
10. Ability to differentiate colors,	2
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	3
2. Ability to make quick decisions	3
3. Perseverance and method	2
4. Self control	2
5. Leadership Ability	2
6. Level of responsibility	3
7. Organizational skills	
7.1 In the job itself	3
7.2 Of the work of others	2
7.3 Administrative skills	3
7.4 Adaptive capacity	1

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	0
5. Toxicity	0
6. Environmental aggression	0
7. Risks	0

On PERFORMANCE improvement

1. Possibilities to improve job performance

Woman 3 has no problems with the job performance.

2. Possibilities of receiving some training

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No interest

3. Main Characteristics of job conditions

Woman 3 has a well-equipped household, but for her the job is boring. It is a “necessary evil”.

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.

For Housewife 3, the household performance is not very important. Her son has his own life, there are not many things to do in the household and her husband helps her sometimes. It is not necessary to cook regularly. She has many contacts and is member of several associations (sport, Carnival, etc...). She never wanted to work full-time and had never the idea to become an entrepreneur woman.

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Housewife 3 TASKS RECORD

TASK	EXECUTIVE	MANAGEMENT	LEVEL OF DECISION	CRITICISM	IMPACT	TIME
Cleaning and Maintenance	100 %	No planning necessary	Shared with husband (20 %	Necessary work which has to be done	Well-feeling, health	Three times per week
Care of the family unit		No planning necessary		5	Well-feeling, Physical /psychological)	permanent,
Expenses and Incomes Management	100 %	No planning, many experiences	Shared 50 / 50 % with husband	If necessary		Not to be planned, ca. monthly
Inventories (for example food, clothes...)	90%	permanent	10% husband	5		Not to be planned Ca. weekly
Environment impact	No special task					
Children Education	Adult son					

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Decision-making process and conflicts resolution	No special task, normal social relations with neighbours, friends, family					
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