

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 4
- **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

Reviewed by:

Code: 20160712\_MU\_O1\_DVV\_1

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

- **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:** 44
- **Educational level:** diploma oecotrophologist
- **Income level or estimated social class:** middle
- **Type of household** husband; three children (5, 9 and 12 years)
- **Work experience outside the household:** She worked for two years as researcher in the field of nutrition science.

### 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 learnt by doing and has no special formation.
- **How many years has she been working in the household economy?**  
Since 12 years
- **What does she consider to be the most and the least difficult task?**  
It is stressful to be always available and to do all things at the same time. Children, household performance without the help of her husband.
- **What kind of things does she consider that would have facilitated her work performance?**  
She would like to have help in the household and in child-care.
- **Has she given up to something in order to take care of the household?**  
Yes, her professional career. She started with her doctoral thesis, but could not finish it.
- **Would she have pursued other professional career in other circumstances?**  
Yes, university career

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

### **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 4: Household and children need all her attention and time. There rests no slot for her own interests.

#### **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	2
4. Ease of communication	3
5. Spatial aptitude	0
6. Creativity, ease of participation and originality	3
7. Concentration skills	3
8. Movement coordination	1
9. Manual Dexterity	3
10. Ability to differentiate colors,	0
11. Data , ideas or sentences memory	2
12. Spatial memory	1
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

Reviewed by:

Code: 20160712\_MU\_O1\_DVV\_1

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

3. Perseverance and method	3
4. Self control	3
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	1
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 4: help in the household

#### 2. Possibilities of receiving some training

No interest

#### 3. Main Characteristics of job conditions

Woman 3 has a well-equipped household, but with tree children she is always busy. It is a multi-tasking job and she has no time for herself.

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

#### 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 4 wants to create an atmosphere, where all members of the family feel good. She is content with her actual life but for her it is also obvious to continue her professional career when the children are older. She has many friends who have also children so that she is not isolated. She, too, never planned to become an entrepreneur woman. Her husband has a good job with good income.

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

#### **Housewife 4 TASKS RECORD**

<b>TASK</b>	<b>EXECUTIVE</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>permanent</b>
<b>Care of the family unit</b>	<b>80%</b>	<b>No planning necessary</b>	<b>20% husband</b>	<b>5</b>	<b>Well-feeling, Physical /psychological)</b>	<b>permanent,</b>
<b>Expenses and Incomes Management</b>	<b>80 %</b>	<b>If necessary</b>	<b>Shared 50 / 50 % with husband</b>	<b>If necessary</b>		<b>monthly</b>
<b>Inventories(for example food, clothes...)</b>	<b>80%</b>	<b>permanent</b>	<b>20% husband</b>	<b>5</b>		<b>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>

Reviewed by:

Code: 20160712\_MU\_O1\_DVV\_1

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

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

Reviewed by:

Code: 20160712\_MU\_O1\_DVV\_1