

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 5**
- **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:** 38
- **Educational level:** diploma Applied Cultural Studies
- **Income level or estimated social class:** middle
- **Type of household** husband; three children (5, 9 and 11 years)
- **Work experience outside the household:** She worked for several yours in an office, but not in her profession

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 it by doing and has no special formation.
- **How many years has she been working in the household economy?**
Since 9 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, husband. There is a lot of organizing, communication, conflict management, etc.
- **What kind of things does she consider that would have facilitated her work performance?**
She would like to have help in the household.
- **Has she given up to something in order to take care of the household?**
Yes, her professional career, when she stopped working.
- **Would she have pursued other professional career in other circumstances?**
Her professional career

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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 5: Household and children need all her attention and time.

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

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	3
3. Perseverance and method	2

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4. Self control	3
5. Leadership Ability	2
6. Level of responsibility	3
7. Organizational skills	
7.1 In the job itself	2
7.2 Of the work of others	3
7.3 Administrative skills	3
7.4 Adaptive capacity	2

3. Job conditions and efforts

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

1. Physical strain	3
2. Mental effort	2
3. Nervous effort	3
4. Hazardous effort	2
5. Toxicity	?
6. Environmental aggression	1
7. Risks	3

On PERFORMANCE improvement

1. Possibilities to improve job performance

Woman 4: to get help

2. Possibilities of receiving some training

No interest and no need

3. Main Characteristics of job conditions

Woman 5 has a well-equipped household, but with three children she is always busy. The job is very stressful, you will expect no thanks and it is not paid. She needs good physical and psychological abilities and a good portion of humour.

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4. Main Physical requirements including sense requirements

So 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.

Housewife 5 has a stressful job with three children and household performance, but she has a good portion of humor and takes it with calm. Her main goal is happiness for all in the family. Boring is that she has always to be available, days, nights, weekends and even in the holidays. She gets nearly help from her husband. In general, she is content with her life. When the children are older she wants to restart working in the field of public relation.

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Housewife 5 TASKS RECORD

TASK	EXECUTIVE	MANAGEMENT	LEVEL OF DECISION	CRITICISM	IMPACT	TIME
Cleaning and Maintenance	80 %	No planning necessary	Shared with husband	5 Necessary work which has to be done	Well-feeling, health	permanent
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	3 If necessary		monthly
Inventories (for example food, clothes...)	80%	permanent	20% husband	5		weekly
Environment impact	No special task					

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

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