

ERASMUS+ Programme 2015 – KA2 Adult Education

Project n°: 2015-1-ES01-KA204-015937

Document name: Housewives Observation Report - Macedonia

Partner: Alliance for Development of Adult Education and Lifelong Learning - ADAE

Author: Jelena Peroska

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 : Vale
- Place : Tearce
- Analyst name : Jelena Peroska
- Approximate time of the observation: 13.00 – 15.00 (approximately 2h)

2.- Context

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

- Type of town (population size) : rural municipality, approximately 20.000 inhabitants
- Local economy (agricultural, industrial, commercial, services): Agricultural economy
- Local dynamics (enriched, impoverished, emergent): enriched dynamics, close to the city of Tetovo
- Referential cultural environment (urban, rural, intermediate): rural environment

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3.- Profile

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

- Age: 48
- Educational level (certified): High school education
- Income level or estimated social class (low, middle, high): middle income level
- Type of household (members of the family): 5 family members, Valentina, her husband, two sons and her father in law.
- Work experience outside the household: Textile industry, sewing machine worker

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?
 - The interviewee explained her experience in working in the household and emphasized that she has been working in the household since she was 11 years old. As a child she started learning from her mother and her grandmother how to cook, clean and perform household activities. She gained most of her skills and knowledge about the work she is doing in the household from her family members and as she was growing up as a child.
- How many years has she been working in the household economy?
 - As mentioned before, she started working in her home around 11 years of age and when she got married, she continued to perform similar tasks at her husband's household. So she is working in the household economy for 37 years.
- What does she consider to be the most and the least difficult task?
 - She said that no task is difficult for her and that she performs the tasks in the household with ease.
- What kind of things does she consider that would have facilitated her work performance?
 - She said that appliances in the kitchen or other equipment or more help from her family members would facilitate her performance.
- Has she given up to something in order to take care of the household?
 - She gave up her job.
- Would she have pursued other professional career in other circumstances?

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- Definitely. She had to stay at home because she is taking care of an elderly person, her father in law. Otherwise, she would have continued to work.

5.- Most frequent tasks

TASK	EXECUTIVE	MANAGEMENT	LEVEL OF DECISION	CRITICISM	IMPACT	CORRESPONDENCE	TIME
Taking care of an elderly person	100%	100%	Individual	4	Health care Taking care of the family unit.	Nursing HR Support	20%
Preparing coffee for everyone in the morning	100%	100%	Individual	3	Taking care of the family unit.	Leadership Team building	5%
House keeping	100%	100%	Individual	3	Health Taking care of the family unit.	Maintenance	10%
Breakfast	100%	100%	Individual	3	Taking care of the family unit.	Management Time management	5%
Feeding farm animals	100%	100%	Individual	3	Economy Budget planning	Entrepreneurship skills	15%
Gardening	100%	100%	Individual	3	Budget Family Development	Entrepreneurship skills	10%
Planning the budget	100%	100%	Individual	4	Finances	Financial management	5%
Paying the bills	100%	100%	Individual	4	Finances	Financial management	5%
Buying groceries	100%	80%	Shared with the rest of the family	3	Family Development Budget	Financial management	10%
Cooking	100%	100%	Individual	3	Taking care of the family unit	Motivation Entrepreneurship skills	10%
Doing laundry	100%	100%	Individual	3	Health Family development	Maintenance	5%

Reviewed by: Jelena

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6.- The performance

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

Valentina is a very active woman that lives in a rural area. She works in the household but she has many ideas on how to provide for the family and feel useful. She breeds chickens in her yard so the family would have fresh eggs and fresh chicken meat for the meals. She also has some vegetables in the garden and takes care of them too. She has many skills such as knitting, sewing, cooking and she is interested in upgrading her skills. She even wants to start her own company for making cakes. She is used to work all the time and even if she does not have a job she finds new ways to contribute and to find herself useful to the family. As a very active person she uses the internet to find new ways to make things. She looks for recipes on the internet and she tries out new ideas for crafts. She is a very creative person and she even sews her own dresses just to save her family some money. In the same time she has to be at home because she takes care for her father in law who is old and can't take care of himself.

Concerning Intellectual and psychological Aptitudes required for job we have the following table

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	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	2
13. Response capability	2

Concerning personality and social requirements we present the table coming from the interview.

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

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1. Easy of building personal relationships	3
2. Ability to make quick decisions	3
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

On JOB conditions and efforts we have the following table

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

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

On PERFORMANCE improvement

1. Possibilities to improve job performance

Valentina is interested to improve her job performance and she is doing that constantly by learning new methods of work and investing in new equipment for the house. She looks for new recipes and new techniques for cooking, online and she exchanges good practices with other women, also online.

2. Possibilities of receiving some training

Valentina is very interested in training. She always wants to learn new things that can help her be more effective in her work at home. She is interested more in vocational training through which she could gain new skill or qualification.

3. Main Characteristics of job conditions

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The household maintenance job is highly demanding. There are series of different tasks that require specific skills so she developed skills from different areas for example in farming, food production, nursing an elderly person, breeding house animals etc. She is most of the time alone in the house so she conducts all the tasks on her own. She has to possess physical abilities as well as mental health.

4. Main Physical requirements including sense requirements

Valentina has a positive personality. She is very kind and communicative. She is very active and takes initiatives. She is creative and has many ideas. When she has her mind on something it doesn't stay undone. She materializes her ideas and puts them into practice. She has a good relationship with children and husband and they all have respect for her and acknowledge her abilities and accomplishments. She is a strong character and she transferred her values to her children. She values work and taught her children not to be ashamed of work because that's how they learn to be responsible and to provide for themselves

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.

Valentina is a good example of a very proactive and a person that turns ideas into practice. She has many different skills that help her to support her family members and to provide for the family in different ways. She has good relations with her family members but also with the neighbours from the village. She communicates with them on regular basis and they have developed relations of collaboration and cooperation. Concerning the household, she does almost everything and she has the respect and thrust from her family members that she can be responsible for everything even the planning of the expenses and paying taxes. Valentina has an initiative to start a small family business and her family supports her in this idea. She applied for a grant for self-employment from the National Agency for Employment and she got a positive answer so she will become an entrepreneur soon.

She believes that with good will and an initiative everything can be accomplished so she is striving towards continuous self-improvement and innovative ideas.

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BELOW we can see competences acquired at household which correspond to SME

- Leadership (She takes initiatives and starts something new)
- Motivation (She motivates other family members to engage in the company she is starting)
- Management of human resources (She gives instructions to her family members on their duties in the new family business)
- Resource planning (She has insight of the family budget and she takes care of the supplying resources for the household)
- Logistics (She organizes many activities in the household and she has planned every detail of the action)
- Decision making (She has the thrust from other family members for making decisions concerning the household)
- Proactive approach (She has ideas and takes risks in implementing them)
- Communication skills (She maintains good relations with the members of the family unit and also external actors)
- Multitasking (She does plenty of activities during the day and very often multiple tasks at once)
- Time management (She takes care of her father in law who is immobile and she has to prepare his meals and feed him at certain hours so she is planning her time to do the rest of the chores accordingly)