

# THE EXTRA FACTOR:

Training Plan Outline - 3 Hour Course

In association with



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Produced by  
**MAD DOG 2020**  
**CASTING**

## Extra Factor Training Plan Outline - 3 Hour Course

### plus 15 minute break

<b>Learning Aims;</b> Best working practice for Productions working with supporting artistes and supporting artists agencies. Training Aids to be used. Power point. Scripted notes. Notes			
Key Points	Training Aids/Tools	Time	Learning Check
<b>Introduction (30mins)</b>			
Open session: Introduce tutor, outline structure of course for Best Working Practice	Handouts showing session structure and info.	10mins.	Confirm that students understand the session format and what we're doing throughout the day.
Ask the attendees about their experience		5mins	Confirming experience levels of attendees
QUIZ on working practice within the industry.	Use power point to show questions	15mins	To highlight some practices and gain attendees understanding of current work practices.
<b>Pt 1 Main Course (1hr)</b>			
Brief Description of a Production, Agencies and SA's	Power point.	15mins	
Unions agreements – Breakdown of them and their Legal responsibilities	Power point. Talk through the main differences.	15mins	Make sure the current agreements have been handed out or details of where to find latest versions.
Legal and other responsibilities of Unions, Productions, Agencies, Supporting artists.	Power point. Group discussion	30mins	Ask for any questions from info so far.
<b>BREAK (for 15mins)</b>			
<b>Pt 2 Main Course (1.5hrs)</b>			
Employment rights / Worker's rights / Health & Safety / H&R – who governs them?	Power point. Group discussion.	20mins	Breakdown of how and who is affected by
How can we make a difference with best working practice?	Power point and discuss	20mins	
How to help the ON SET teams? Departments and SA's – HR AND H&S	Group discussion. Open question session. Problem solving the case studies.	20mins	
Summarise the day. What is the best working practice? What can we do?	Group discussion. Open question session	20mins	Check everyone's understanding of the day
Wrap up questions.		10mins	Open questions.

