

**SASKATCHEWAN FILM EMPLOYMENT TAX CREDIT PROGRAM  
TRAINING PLAN**

<b>Position:</b>	<b>Producer Intern</b>
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1	Participate in budget and cost report meetings
2	Review all budgets including; department, amortization and episodic for a series
3	Assist in writing of producer story notes, attend story meetings, both providing valuable information on development of scripts and how they impact the budget and logistics of the production
4	Observe necessary communication skills required with all departments
5	Understand relationships of each creative department and what each contributes to the production
6	Review management structure of a production and the role each above the-line personnel plays in the overall management of the production
7	Help in solving of various logistical problems
8	Assist organization of production information required by the producer
9	Observe the organizational skills required to anticipate problems and how to deal with them effectively
10	Assist with above-the-line deal memos and contracts, including negotiations with agents and various companies
11	Observe the proper communication strategies in employee/employer relationships
12	Continue to develop multi-tasking skills
13	Establish contacts in the industry, including agents, producers and other professionals
14	Assist in the ongoing communication with all departments

Agreed to and acknowledged this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

<i>Mentor Initial</i>	<i>Trainee Initial</i>

**SASKATCHEWAN FILM EMPLOYMENT TAX CREDIT PROGRAM  
MENTOR COMPLETION FORM**

Mentor Name	
Mentor Position	
Trainee Name	
Trainee Position	<b>Producer Intern</b>

I, \_\_\_\_\_ agreed to undertake mentorship activities with regard to the above-referenced trainee in the referenced position. With regard to the training activities undertaken, I provide the following assessment:

	<b>Function</b>	<b>Activity Code</b>	<b>Assessment Code</b>
1	Participate in budget and cost report meetings		
2	Review all budgets including; department, amortization and episodic for a series		
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**Activity Code:**

**I:** Introductory Only

**P:** Performed Function

**Assessment Codes:**

**U:** Unsatisfactory Performance    **M:** Trainee met required standards    **E:** Trainee exceeded standards

