



Workplace Toolkit

Holding a F.A.S.T. Training

This document is a guide to assist you with holding a F.A.S.T. training workshop within your workplace. It contains useful information to guide you through what you could include in your training depending upon the allocated times, as well as some tips that you can do before your training session.

Before your meeting

In order to present these messages to your team, you may wish to consider:

- how much time you will have to present the F.A.S.T. message to your workplace
- what facilities will you have i.e. whiteboard, audio-visual equipment, seated or standing
- how your team like to learn (auditory, kinaesthetic, visual, reading and writing)
- where you can put posters to reaffirm learning after the meeting
- how to share the messages with whanau at home too

To start off with, we would recommend utilising the **resource order form** available on the Stroke Foundations of New Zealand's website and getting a stock posters and flyers to put up in your workplace, as well as our F.A.S.T. fridge magnets to give away.

Once you have considered the learning styles of your team (i.e. if they prefer to listen to a talk, take part and be involved, be given a handout to refer to, or watch a video/presentation) go through the resources in our Workplace Toolkit to see what resonates. We have included resources to suit everyone's learning style.

Promoting the meeting

To promote the meeting ahead of time, put up F.A.S.T. posters in the tearoom or other gathering areas in your workplace, and mention the upcoming F.A.S.T. training in your workplace communications i.e. tailgate/toolbox talk, email, social media, noticeboards etc.

Holding the meeting

Depending on the time you have available for your meeting, we have put together some suggested resources to use for a 5, 15, and 30 minute meeting. All these resources are available via our Workplace Toolkit webpage.

5 minute F.A.S.T. meeting

- PowerPoint video
- Group Discussion Prompt Sheet
- Key Messages and Factsheet
- Stroke Foundation flyers and F.A.S.T. magnets
- Workplace Colouring-in page to take home for the kids.

15 minute F.A.S.T. meeting

- PowerPoint video
- Group Discussion Prompt Sheet
- Key Messages and Factsheet
- One Case Study Video (Mau, Raoul, Va'alelei, Phoenix)
- Case Study Video Prompts
- F.A.S.T. video
- Stroke Foundation flyers and F.A.S.T. magnets
- Workplace Colouring-in page to take home for the kids.

30 minute F.A.S.T. meeting

- PowerPoint video
- Group Discussion Prompt Sheet
- Key Messages and Factsheet
- Multiple Case Study Video (Mau, Raoul, Va'alelei, Phoenix)
- What is a Stroke video
- F.A.S.T. video
- Group Discussion sheet - What to do. What not to do
- Stroke Foundation flyers and F.A.S.T. magnets
- Workplace Colouring-in page to take home for the kids.

Have a thorough read through of the group discussion prompt sheet and have a copy of this with you on the day so you can refer back to the information as required. This document holds summary information to fall back on and has some great Q&As to facilitate group discussions.

We also recommend you familiarise yourself with the key messages and factsheet document, and to stress to your colleagues the importance that at ANY sign of a stroke we need to act F.A.S.T.