

# FAST



THE COACHING MASTERS

# FAST

PURPOSE OF THE TOOL: Prepare the coachee to have an assertive conversation.

- Choose a collaborator and evaluate his development potential.
- Identify objectives relevant to employee performance.
- Identify favorable moments and conditions for the employee to acquire new skills.

## 1) FOCUS:

- How will I ensure that this conversation will focus on the goal I have in mind?
- What can I not say?

## 2) ABILITY

- Does this conversation have the potential to develop new skills or provoke new actions?
- Which( is ) skill(s) I want to develop or what actions do I want to trigger?

## 3) SOLUTION

- Will this conversation help the other person discover new solutions for themselves rather than relying on me to give them solutions?
- What have I already seen that my interlocutor has not yet seen? What questions can help him to broaden his vision?

## 4) TIMING

- Will this conversation take place at the appropriate time and place, in order to offer learning, attitude evolution or new competence development?