

# LECTURE - CHECKLIST

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## Planning

- ◆ Identify topic- Concept and significance of precursor control.
- ◆ Prepare a spray diagram [Sample provided in chapter 5].
- ◆ Edit spray diagram to identify 'must' items.
- ◆ Express must items as an objective.
- ◆ Consider entry behaviour of trainees- The trainees are expected to be familiar with the basic aspects of drug law enforcement and perhaps have some experience in the subject. They may not be familiar with the concept of precursor control.
- ◆ Consider size of group- 25-30 should be ideal.
- ◆ Decide structure to be used- Lecture.
- ◆ Consider hardware available for visual aids - Computer/ Laptop, LCD projector; if the presentation is in a floppy or CD, check whether the computer/laptop has the necessary drive.
- ◆ Prepare a visual presentation of major points.
- ◆ Decide when to invite questions- At the end of the lecture or during it
- ◆ Decide timing- 65 minutes for lecture and 10 minutes for questions and answers
- ◆ Decide how learning /performance is to be assessed- During question answer session
- ◆ Write lecture notes- Precursor Control Training Manual published by the UNODC Regional Precursor Control Project for SAARC Countries can help in preparing lecture notes.
- ◆ Check timing- This lecture should ideally be the first lecture in any precursor control training programme as it introduces the participants to the concept
- ◆ Check accommodation- The lecture hall should be big enough to accommodate the participants. The seating arrangements should preferably be in U shaped style, to enable participants to face each other and also as it is easy for the participants to look at the screen.
- ◆ Check equipment- Does the hall have an LCD Projector and Computer in working condition? Does the computer have a drive for CD and /or Floppy? Is there a collar microphone, which can be clipped to the speaker's shirt?

## Introduction

- ◆ Gain attention /rapport- Talk for a couple of minutes about the growing threat of drug abuse and trafficking and how most of the dangerous drugs of abuse

are either synthetic or semi-synthetic and hence the need to contain production and trafficking of such drugs.

- ◆ Explain purpose /reason for learning about topic- 'No precursors= No drugs' - if we can effectively contain the diversion and illicit use of precursors, synthetic and semi-synthetic drugs cannot be produced.
- ◆ State objective- As already enumerated in Lecture Plan.
- ◆ Link to entry behaviour- The participants are drug law enforcement officers and have the mandate to contain production of narcotic drugs and psychotropic substances. Precursor control is an effective tool towards achieving this end.
- ◆ State participation- whether the participants are free to ask questions in the during the lecture or only after it.
- ◆ Outline content and structure- as given in Appendix I. State finish time- 75 minutes.

## Development

- ◆ Modulate voice to suit size of group
- ◆ Avoid reading lecture notes
- ◆ Use language appropriate to trainees
- ◆ Keep check of estimated timing
- ◆ Give relevant examples to support major points
- ◆ Maintain eye contact
- ◆ Present visual aids only when needed
- ◆ Avoid reading visual presentation word for word
- ◆ Assess trainee's reaction and adjust if necessary
- ◆ Assist learning by use of informal visual aids
- ◆ Check trainee's understanding where appropriate
- ◆ Where possible invite trainee's participation

## Summary

- ◆ Restate purpose / reason for learning about topic
- ◆ Restate objective
- ◆ Review content and major points
- ◆ Invite final questions
- ◆ Carry out performance assessment where appropriate
- ◆ Give feedback
- ◆ Close with thanks