

GLOSSARY OF ACTION VERBS

- **Administer** – Exercise and implement control over the performance of specific operations, approved plans, or establish policies within the scope of limited and well-defined authority.
- **Advise** – Give information or opinion pertinent to a probable course of action.
- **Analyze** – Study the factors of a problem to determine a proper solution.
- **Appraise** – Exercise expert judgment of the value or status of proposals or performance.
- **Approve** – Authorize action; exercise final authority; act independently without further consultation.
- **Assign** – Appoint subordinates to accomplish specific responsibilities.
- **Assist** – Take active part or give support in performing a function.
- **Audit** – Examine to verify accuracy, or conformity with requirements.
- **Authorize** – Give subordinates the power or right to act by virtue of having final or definite authority.
- **Conduct** – Exercise leadership in a project or study.
- **Consult** – Seek opinion or advice of another.
- **Control** – Exercise restraining or governing influence over activities to accomplish planned results by (1) establishing standards, (2) measuring work in progress, (3) interpreting results, and (4) taking corrective action.
- **Coordinate** – Combine (through balancing, timing, integrating) the efforts of separate groups to accomplish a specific objective; coordination can be exercised without line authority.
- **Counsel** – Give advice and guidance to another.
- **Delegate** – Entrust to another's care and management.
- **Determine** – Obtain definite and firsthand knowledge of.
- **Develop** – Advance programs, planning or personnel capabilities to a higher stage.
- **Direct** – Authoritatively define, regulate or determine the activities of subordinate organizational units to achieve predetermine objectives.
- **Establish** – Put into effect or determine conclusively.
- **Estimate** – Gauge the probable amount or value of.
- **Execute** – Put into effect according to a plan (see **Administer**)
- **Follow-Up** – See that actions are carried out to the finish.
- **Formulate** – Express in an exact or systematic form.
- **Guide** – Show the way through the intermediate steps in a broad plan or course of action by advice or suggestion rather than by authoritative direction.
- **Initiate** – Start, begin or introduce a program or action.
- **Interpret** – Explain or clarify.
- **Issue** – Send out or distribute officially.

- **Maintain** –Keep in a state of efficiency or validity.
- **Manage** – Plan, organize and control dissimilar functions to achieve coordinated objectives by leading and directing subordinates without giving detailed supervision (see also **Superintend** and **Supervise**).
- **Motivate** –Inspire and stimulate subordinates to maximize their efforts/ productivity.
- **Negotiate** – Reach agreement on specific proposals through discussion or communication with others of a different viewpoint.
- **Organize** –Set up plans and procedures for achieving objectives.
- **Participate** –Take part in and share responsibility with others for action but without individual authority to take action.
- **Perform** –Accomplish to completion.
- **Plan** –Devise or determine a course of action to achieve a desired result.
- **Prepare** –Make ready for a specific purpose; put into written form.
- **Present** –Offer for consideration.
- **Promote** –Offer for consideration in a manner intended to attract favorable attention and influence acceptance or support.
- **Propose** –Offer for acceptance or adoption.
- **Provide** –Furnish necessary information or services.
- **Recommend** – Offer for acceptance and support a course of action to persons responsible for approval or authorization.
- **Review** – Critically examine (completed work, reports, performance) with a view to amendment or improvement.
- **Serve** –Actively carry out duties within the framework of a specialized activity, such as a committee.
- **Superintend** –Plan, organize and control a function to achieve an objective by leading and directing subordinates without giving detailed supervision.
- **Supervise** –Instruct subordinates in details of the work they perform (either directly or by enforcement of well-established rules), allot work, observe performance in detail and work with subordinates to improve performance.

FUNCTIONAL AND FORCEFUL BLOOM VERBS

"Take Charge" Behaviors

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