

ESSENTIAL SKILLS AT WORK

Essential Skills: Workplace Task Verb List

Accomplish	Compose	Exchange	Locate	Read
Achieve	Conduct	Explain	Maintain	Recommend
Add	Consolidate	Express	Manage	Reconcile
Adapt	Construct	Facilitate	Map	Record
Adjust	Control	Fill (in)	Mediate	Recruit
Administer	Convert	Find	Mentor	Repair
Advise	Coordinate	Forecast	Measure	Replace
Aid	Correspond	Gather	Memorize	Reproduce
Analyze	Counsel	Generate	Mend	Research
Apply	Count	Give	Mix	Resolve
Appraise	Create	Greet	Model	Respond
Arbitrate	Cut	Guide	Monitor	Revamp
Arrange	Decide	Help	Motivate	Select
Assemble	Delegate	Hire	Navigate	Sell
Assess	Demonstrate	Identify	Negotiate	Serve
Assist	Design	Illustrate	Observe	Share
Audit	Determine	Implement	Operate	Show
Budget	Develop	Inform	Organize	Sketch
Build	Devise	Initiate	Participate	Solve
Buy	Diagnose	Inspect	Perform	Speak
Calibrate	Differentiate	Inspire	Persuade	Take
Calculate	Discuss	Install	Plan	Teach
Care(for)	Display	Instruct	Play	Total
Change	Distribute	Interpret	Practice	Train
Check	Document	Interact	Predict	Update
Choose	Draw	Interpret	Prepare	Upgrade
Clarify	Educate	Invent	Prioritize	Use
Coach	Encourage	Join	Process	Verify
Collect	Enjoy	Judge	Produce	Volunteer
Communicate	Enter	Lead	Provide	Weigh
Compile	Estimate	Listen	Question	Work
Complete	Evaluate	Lobby	Raise	Write