

ESSENTIAL SKILLS AT WORK

Essential Skills: Workplace Task Verb List

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

For more information about Workplace Essential Skills, visit www.wem.mb.ca.