

Performance and Development

Verb List

This document lists demonstrable verbs which staff can use when developing their performance and development goals to indicate specific areas of growth and facilitate meaningful conversations about professional practice.

Acquire	Breakdown	Calculate	Debate	Establish	Formulate	Identify
Adjust	Build	Carry out	Decrease	Estimate	Fill out	Illustrate
Analyse		Categorise	Define	Evaluate		Implement
Appraise		Change	Demonstrate	Examine		Improve
Arrange		Check	Describe	Explain		Increase
Articulate		Collect	Design	Explore		Inspect
Assemble		Combine	Detect			Integrate
Assess		Compare	Develop			
Assist		Contrast	Differentiate			
		Complete	Distinguish			
		Conduct				
		Construct				
		Convert				
Limit	Maintain	Observe	Perform	Reconstruct	Select	Test
List	Manage	Operate	Plan	Reduce	Separate	Transcribe
Locate	Modify	Organise	Point out	Reflect	Sequence	Translate
			Prepare	Repeat	Simplify	Trim
			Propose	Report	Solve	Troubleshoot
				Research	Specify	
				Restate	State	
				Restructure	Structure	
				Revise	Summarise	
				Rewrite	Supervise	

Ambiguous verbs (avoid using):

Appreciate Know Learn Master
Respect Understand