

## Employee & Labor Relations

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**Performance Planning Index of Action Words**

Accumulate
Adapt
Administer
Advise
Analyze
Appraise
Approve
Ascertain
Assemble
Assign
Assure
Attend
Audit
Authorize
Budget
Build
Calculate
Check
Circulate
Coach
Collaborate
Collect
Compile
Complete
Comply
Conduct
Consolidate
Consult
Contact
Contribute
Control
Convey
Coordinate
Counsel
Create
Delegate
Demonstrate
Design
Determine

Develop

Dictate
Direct
Discuss
Display
Disseminate
Distinguish
Distribute
Draft
Elicit
Employ
Encourage

Enforce
Enhance
Ensure
Establish
Evaluate
Examine
Execute
Expedite
Facilitate
Follow-up
Forecast
Formulate
Function
Furnish
Gain
Gather
Give
Guide
Handle
Help
Identify
Implement
Improve
Influence
Inform
Initiate
Inspect

Insure
Interact
Issue
Interpret
Interview
Inventory
Investigate
Judge
Keep
Maintain
Make
Manage
Meet

Mobilize
Motivate
Necessitate
Negotiate
Notify
Observe
Obtain
Operate
Organize
Oversee
Participate

Perform
Plan
Practice
Prepare
Present
Prevent
Prioritize
Process
Produce
Project
Promote
Provide
Receive
Recommend
Record

Regulate
Reinforce
Reject
Release
Report
Represent
Respect
Respond
Review
Revise
Schedule
Secure
See
Seek
Serve
Show
Sign
Solve
Specify
Standardize
Store
Strengthen
Structure
Study
Submit

Supply
Supervise
Survey
Take
Think
Train
Translate
Treat
Use
Verify
Weigh