

# AMERICAN PUBLIC WORKS ASSOCIATION

## Examples of learning objectives using active, measurable verbs

(Note: Verbs such as know, understand, comprehend, learn do not measure behavior and **should not be used in learning objective statements**. Below are examples of learning objectives that include active, measurable, behavioral verbs.)

By attending this session, participants will be better able to:

- **List** the steps for Fleet managers to become NIMS certified.
- **Design** and **conduct** a systematic inventory and inspection of sidewalk assets.
- **Identify** facility deficiencies that impede efficient and economical customer service.
- **Make** informed budgeting decisions about the “real” costs of services and projects.
- **Prepare** a pre-operation safety inspection checklist.
- **Plan** for and **implement** a curbside organics collection program.
- **Evaluate** maintenance management systems features and **choose** which options will work best your operations.
- **Convince** governing bodies of the benefits of adopting smart growth techniques.
- **Promote** the benefits of investing in an in-house advanced leadership program.
- **Develop** a public information and media strategy.

Here’s a list of behavioral verbs to use when composing learning objectives:

<b>Achieve</b>	<b>Conceptualize</b>	<b>Engineer</b>	<b>Invent</b>	<b>Purchase</b>
<b>Acquire</b>	<b>Conduct</b>	<b>Enhance</b>	<b>Investigate</b>	<b>Rebuild</b>
<b>Adapt</b>	<b>Construct</b>	<b>Establish</b>	<b>Justify</b>	<b>Recognize</b>
<b>Administer</b>	<b>Contrast</b>	<b>Estimate</b>	<b>Launch</b>	<b>Recommend</b>
<b>Advise</b>	<b>Control</b>	<b>Evaluate</b>	<b>Lead</b>	<b>Reconstruct</b>
<b>Advocate</b>	<b>Convince</b>	<b>Examine</b>	<b>List</b>	<b>Renovate</b>
<b>Aid</b>	<b>Coordinate</b>	<b>Exceed</b>	<b>Maintain</b>	<b>Repair</b>
<b>Analyze</b>	<b>Correlate</b>	<b>Excel</b>	<b>Make</b>	<b>Report</b>
<b>Anticipate</b>	<b>Correspond</b>	<b>Execute</b>	<b>Manage</b>	<b>Represent</b>
<b>Apply</b>	<b>Counsel</b>	<b>Expand</b>	<b>Measure</b>	<b>Resolve</b>
<b>Arbitrate</b>	<b>Create</b>	<b>Experiment</b>	<b>Mediate</b>	<b>Review</b>
<b>Arrange</b>	<b>Decide</b>	<b>Explain</b>	<b>Mentor</b>	<b>Revise</b>
<b>Ask</b>	<b>Define</b>	<b>Explore</b>	<b>Modernize</b>	<b>Schedule</b>
<b>Assemble</b>	<b>Delegate</b>	<b>Facilitate</b>	<b>Modify</b>	<b>Select</b>
<b>Assess</b>	<b>Demonstrate</b>	<b>Finance</b>	<b>Motivate</b>	<b>Serve</b>
<b>Assist</b>	<b>Deploy</b>	<b>Generate</b>	<b>Negotiate</b>	<b>Set up</b>
<b>Author</b>	<b>Describe</b>	<b>Guide</b>	<b>Notify</b>	<b>Solve</b>
<b>Begin</b>	<b>Design</b>	<b>Handle</b>	<b>Operate</b>	<b>Study</b>
<b>Budget</b>	<b>Determine</b>	<b>Identify</b>	<b>Organize</b>	<b>Succeed</b>
<b>Build</b>	<b>Develop</b>	<b>Illuminate</b>	<b>Originate</b>	<b>Summarize</b>
<b>Calculate</b>	<b>Diagnose</b>	<b>Illustrate</b>	<b>Participate</b>	<b>Supervise</b>
<b>Challenge</b>	<b>Differentiate</b>	<b>Implement</b>	<b>Perform</b>	<b>Support</b>
<b>Choose</b>	<b>Direct</b>	<b>Improve</b>	<b>Persuade</b>	<b>Survey</b>
<b>Clarify</b>	<b>Discern</b>	<b>Increase</b>	<b>Pilot</b>	<b>Teach</b>
<b>Coach</b>	<b>Discuss</b>	<b>Inform</b>	<b>Plan</b>	<b>Test</b>
<b>Code</b>	<b>Draft</b>	<b>Initiate</b>	<b>Prepare</b>	<b>Train</b>
<b>Collaborate</b>	<b>Edit</b>	<b>Inquire</b>	<b>Present</b>	<b>Translate</b>
<b>Communicate</b>	<b>Educate</b>	<b>Inspect</b>	<b>Preside</b>	<b>Use</b>
<b>Compare</b>	<b>Effect</b>	<b>Inspire</b>	<b>Procure</b>	<b>Utilize</b>
<b>Complete</b>	<b>Eliminate</b>	<b>Instruct</b>	<b>Produce</b>	<b>Write</b>
<b>Compose</b>	<b>Employ</b>	<b>Integrate</b>	<b>Program</b>	
<b>Compute</b>	<b>Encourage</b>	<b>Interpret</b>	<b>Promote</b>	
<b>Conceive</b>	<b>Engage</b>	<b>Interview</b>	<b>Provide</b>	