

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:

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