

CCCC Verbs

Data/Financial Skills

- Administer
- Adjust
- Allocate
- Analyze
- Appraise
- Assess
- Audit
- Balance
- Budget
- Calculate
- Collect
- Compile
- Compute
- Conserve
- Correct
- Determine
- Develop
- Estimate
- Evaluate
- Forecast
- Manage
- Market
- Measure
- Nett
- Plan
- Prepare
- Process
- Program
- Project
- Qualify
- Reconcile
- Reduce
- Research
- Retrieve

Helping Skills

- Adapt
- Advocate
- Aid
- Answer
- Arrange
- Assess
- Assist
- Clarify
- Coach
- Collaborate
- Contribute
- Cooperate
- Counsel
- Demonstrate
- Diagnose
- Disseminate
- Educate
- Encourage
- Ensure
- Expedite
- Facilitate
- Familiarize
- Further
- Guide
- Help
- Insure
- Intervene
- Motivate
- Prevent
- Provide
- Refer
- Rehabilitate
- Represent
- Resolve
- Simplify
- Supply
- Support
- Volunteer

Organizational Skills

- Approve
- Arrange
- Catalog
- Categorize
- Chart
- Classify
- Code
- Collect
- Compile
- Correct
- Correspond
- Distribute
- Execute
- File
- Generate
- Incorporate
- Inspect
- Log
- Maintain
- Monitor
- Obtain
- Operate
- Order
- Organize
- Prepare
- Process
- Provide
- Purchase
- Record
- Register
- Reserve
- Respond
- Review
- Route
- Schedule
- Screen
- Submit
- Supply
- Standardize
- Systematize
- Update
- Validate
- Verify

Research Skills

- Analyze
- Clarify
- Classify
- Collect
- Compare
- Compile
- Conduct
- Critique
- Detect
- Determine
- Diagnose
- Estimate
- Evaluate
- Examine
- Expedite
- Experiment
- Explore
- Extract
- Formulate
- Gather
- Hypothesize
- Identify
- Inspect
- Interview
- Invent
- Investigate
- Locate
- Measure
- Organize
- Participate
- Plan
- Prepare
- Report
- Research
- Review
- Search
- Solve
- Summarize
- Survey
- Systematize
- Test

Teaching Skills

- Adapt
- Advise
- Assign
- Clarify
- Coach
- Communicate
- Conduct
- Coordinate
- Counsel
- Create
- Critique
- Demonstrate
- Develop
- Empower
- Enable
- Encourage
- Evaluate
- Explain
- Facilitate
- Focus
- Guide
- Help
- Individualize
- Inform
- Instill
- Instruct
- Listen
- Monitor
- Motivate
- Persuade
- Plan
- Present
- Review
- Simulate
- Stimulate
- Teach
- Test
- Train
- Transmit
- Tutor
- Use

Technical Skills

- Adapt
- Apply
- Assembly
- Build
- Calculate
- Compute
- Conserve
- Construct
- Convert
- Debug
- Design
- Determine
- Develop
- Engineer
- Establish
- Fabricate
- Fortify
- Improve
- Install
- Maintain
- Monitor
- Operate
- Overhaul
- Perform
- Print
- Program
- Rectify
- Regulate
- Remodel
- Repair
- Replace
- Research
- Restore
- Review
- Solve
- Specialize
- Standardize
- Study
- Upgrade
- Utilize

Communication and People Skills

- Achieve
- Address
- Adjust
- Advertise
- Advocate
- Anticipate
- Arbitrate
- Arrange
- Articulate
- Author
- Clarify
- Collaborate
- Communicate
- Compose
- Condense
- Confer
- Consult
- Contact
- Convey
- Convince
- Correspond
- Create
- Debate
- Define
- Demonstrate
- Develop
- Direct
- Discuss
- Disseminate
- Distribute
- Distribute
- Draft
- Edit
- Elicit
- Empower
- Encourage
- Endorse
- Enlist
- Establish
- Expedite
- Explain
- Express
- Facilitate

- Formulate
- Furnish
- Incorporate
- Influence
- Interact
- Interpret
- Interview
- Invite
- Involve
- Join
- Judge
- Lecture
- Listen
- Market
- Mediate
- Moderate
- Negotiate
- Observe
- Organize
- Perform
- Process
- Promote
- Propose
- Provide
- Represent
- Schedule
- Send
- Track
- Train
- Write

Management and Leadership Skills

- Adjust
- Administer
- Analyze
- Appoint
- Appraise
- Approve
- Assign
- Attain
- Authorize
- Chair
- Consider
- Consolidate
- Contract
- Control
- Convert
- Coordinate
- Decide
- Delegate
- Develop
- Direct
- Eliminate
- Emphasize
- Enforce
- Enhance
- Establish
- Execute
- Foster
- Generate
- Guide
- Handle
- Head
- Hire
- Host
- Implement
- Improve
- Incorporate
- Increase
- Initiate
- Inspect
- Institute
- Lead
- Manage
- Merge
- Motivate
- Navigate

Medical Skills

- Organize
 - Originate
 - Overhaul
 - Oversee
 - Place
 - Planned
 - Preside
 - Prioritize
 - Produce
 - Promote
 - Propose
 - Provide
 - Recommend
 - Reorganize
 - Replace
 - Restore
 - Review
 - Schedule
 - Secure
 - Select
 - Stimulate
 - Streamline
 - Strengthen
 - Supervise
 - Terminate
 - Train
- Administer
 - Adopt
 - Advise
 - Analyze
 - Anticipate
 - Approve
 - Arrange
 - Assemble
 - Assign
 - Assume
 - Assure
 - Authorize
 - Care for
 - Clear
 - Collaborate
 - Collect
 - Comfort
 - Compile
 - Concur
 - Conduct
 - Determine
 - Devise
 - Discuss
 - Dispose of
 - Disseminate
 - Distribute
 - Endorse
 - Estimate
 - Evaluate
 - Expedite
 - Formulate
 - Improve
 - Initiate
 - Inspect
 - Maintain
 - Monitor
 - Practice
 - Prepare
 - Proceed
 - Process
 - Provide
 - Recommend
 - Record
 - Report
- Research
 - Review
 - Schedule
 - Secure
 - Serve
 - Sign
 - Specify
 - Stimulate
 - Submit
 - Supervise
 - Train
 - Transcribe
 - Verify

Trade Skills

- Advise
- Analyze
- Appraise
- Assemble
- Build
- Change
- Collaborate
- Design
- Develop
- Devise
- Direct
- Draft
- Estimate
- Execute
- Furnish
- Improve
- Inspect
- Maintain
- Monitor
- Operate
- Plan
- Refurbish
- Remodel
- Renovate
- Rotate
- Schedule
- Specify
- Submit
- Test
- Train
- Upgrade