



Glossary of Terms

- **ADMINISTER** - Exercise and implement control over the performance of specific operations, approved plans, or established policies within the scope of limited and well-defined authority.
- **ADVISE** - Give information or opinion pertinent to a probable course of action.
- **ANALYZE** - Study the factors of a problem to determine a proper solution.
- **APPRAISE** - Exercise expert judgment of the value or status of proposals or performance.
- **APPROVE** - Authorize action; exercise final authority; act independently without further consultation.
- **ASSIGN** - Appoint subordinates to accomplish specific responsibilities.
- **ASSIST** - Take active part or give support in performing a function.
- **AUDIT** - Examine to verify accuracy, or conformity with requirements.
- **AUTHORIZE** - Give subordinates the power or right to act by virtue of having final, or definite authority.
- **CONDUCT** - Exercise leadership in a project or study.
- **CONSULT** - Seek opinion or advice of another.



Glossary of Terms

- **CONTROL** - Exercise restraining or governing influence over activities to accomplish planned results by (1) establishing standards, (2) measuring work in progress, (3) interpreting results, and (4) taking corrective action.
- **COORDINATE** - Combine (through balancing, timing, integrating) the efforts of separate groups to accomplish a specific objective; coordination can be exercised without line authority.
- **COUNSEL** - Give advice and guidance to another.
- **DELEGATE** - Entrust to another's care and management.
- **DETERMINE** - Obtain definite and firsthand knowledge of.
- **DEVELOP** - Advance programs, planning or personnel capabilities to a higher stage.
- **DIRECT** - Authoritatively define, regulate or determine the activities of subordinate organizational units to achieve predetermined objectives.
- **ESTABLISH** - Put into effect or determine conclusively.
- **ESTIMATE** - Gauge the probable amount or value of.
- **EXECUTE** - Put into effect according to a plan. (see ADMINISTER)



Glossary of Terms

- **FOLLOW-UP** - See that actions are carried out to the finish.
- **FORMULATE** - Express in an exact or systematic form.
- **GUIDE** - Show the way through the intermediate steps in a broad plan or course of action by advice or suggestion rather than by authoritative direction.
- **INITIATE** - Start, begin or introduce a program or action.
- **INTERPRET** - Explain or clarify.
- **ISSUE** - Send out or distribute officially.
- **MAINTAIN** - Keep in a state of efficiency or validity.
- **MANAGE** - Plan, organize and control dissimilar functions to achieve coordinated objectives by leading and directing subordinates without giving detailed supervision. (Also see SUPERINTEND and SUPERVISE)
- **MOTIVATE** - Inspire and stimulate subordinates to maximize their efforts and productivity.
- **NEGOTIATE** - Reach agreement on specific proposals through discussion or communication with others of a different viewpoint.



Glossary of Terms

- **ORGANIZE** - Set up plans and procedures for achieving objectives.
- **PARTICIPATE** - Take part in and share responsibility with others for action but without individual authority to take action.
- **PERFORM** - Accomplish to completion.
- **PLAN** - Devise or determine a course of action to achieve a desired end result.
- **PREPARE** - Make ready for a specific purpose; put into written form.
- **PRESENT** - Offer for consideration.
- **PROMOTE** - Offer for consideration in a manner intended to attract favorable attention and influence acceptance or support.
- **PROPOSE** - Offer for acceptance or adoption.
- **PROVIDE** - Furnish necessary information or services.
- **RECOMMEND** - Offer for acceptance and support a course of action to persons responsible for approval or authorization.



Glossary of Terms

- **REVIEW** - Critically examine (completed work, reports, performance) with a view to amendment or improvement.
- **SERVE** - Actively carry out duties within the framework of a specialized activity, such as a committee.
- **SUPERINTEND** - Plan, organize and control a function to achieve an objective by leading and directing subordinates without giving detailed supervision. (see MANAGE and SUPERVISE)
- **SUPERVISE** - Instruct subordinates in details of work they perform (either directly or by enforcement of well-established rules), allot work, observe performance in detail and work with subordinates to improve performance.