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### ATD CPTD Exam Syllabus Topics:

Topic	Details
Topic 1	<ul style="list-style-type: none"><li>• <b>Impacting Organizational Capability:</b> This section of the exam measures the skills of Organizational Development Consultants and involves applying talent strategies that align with business objectives. It includes business acumen, consulting, culture shaping, performance improvement, talent strategy, change management, and data analytics. The focus is on driving organizational performance and ensuring future readiness through strategic talent development.</li></ul>

Topic 2	<ul style="list-style-type: none"> <li>• <b>Developing Professional Capability:</b> This section of the exam measures skills of Instructional Designers and focuses on the core functions of talent development such as adult learning theories, instructional design, facilitation, use of technology, content curation, leadership development, coaching, and evaluating impact. It emphasizes designing and delivering effective learning solutions that align with learner needs and organizational goals.</li> </ul>
Topic 3	<ul style="list-style-type: none"> <li>• <b>Building Personal Capability:</b> This section of the exam measures skills of Learning &amp; Development Specialists and covers areas that enhance individual effectiveness in talent development roles. It includes communication, emotional intelligence, collaboration, cultural awareness, project management, and ethical behavior, focusing on how professionals interact, lead, and manage themselves and others effectively within organizational contexts.</li> </ul>

## ATD The Certified Professional in Talent Development Sample Questions (Q120-Q125):

### NEW QUESTION # 120

Which approach would be most effective for managers to improve feedback conversations with their direct reports?

- A. Always deliver feedback in a private setting
- B. Homogenize feedback as much as possible
- C. Schedule time daily for feedback sessions
- **D. Adapt feedback to the individual's needs**

**Answer: D**

Explanation:

Coaching and Feedback Best Practices from the ATD Handbook recommend that "effective feedback must be customized to the individual's communication preferences and motivational needs to be most effective".

Rigid feedback approaches reduce engagement.

Reference: ATD Handbook for Training and Talent Development (2022), Feedback Skills.

### NEW QUESTION # 121

A new manager has a team comprised of four different generations of employees. Which action by the manager would be most likely to minimize intergenerational conflict within the team?

- A. Define what is important to each team member's generation
- **B. Acknowledge the diverse viewpoints of each team member**
- C. Listen actively to each team member
- D. Poll each team member

**Answer: B**

Explanation:

According to the ATD Talent Development Capability Model under Cultural Awareness, minimizing generational conflict requires recognizing and acknowledging diverse perspectives rather than stereotyping or categorizing by generation.

Building awareness and respect for different values and communication styles is fundamental.

Reference: ATD Talent Development Capability Model, Personal Capability - Cultural Awareness.

### NEW QUESTION # 122

A loan manager in a large bank accessed a direct report's personal bank account in the bank's system out of curiosity. This direct report became aware of the unauthorized account access and consulted the human resources (HR) department. The HR manager initiates an ethics investigation and also asks the talent development (TD) department to determine whether a training solution is needed. The TD professional assigned to this task has never before been involved in any compliance and ethics situation.

Step 2

The TD professional has confirmed that the company's policy states employees are not authorized to access other employees' financial records without executive approval. The TD professional has been asked by the HR manager to participate in a meeting

with the HR, compliance, and legal departments related to this investigation. During this meeting, what should the TD professional do?

- A. Recommend rewriting compliance policies.
- **B. Articulate the TD professional's role in this situation.**
- C. Offer to assist with disciplinary actions.
- D. Suggest a policy gap analysis project.
- **E. Discuss the best ways for the team to collaborate.**
- **F. Explain the TD department's process for creating training.**
- G. Confirm the next steps needed from the TD professional.
- H. Propose a training solution.
- I. Ask for clarification of each department's role.

**Answer: B,E,F**

#### **NEW QUESTION # 123**

A claims employee at an insurance company is transferred to the talent development (TD) department. This new TD team member has previously delivered departmental on-the-job training on an informal basis, but does not have any formal TD training. A TD manager has been assigned to help the new TD team member develop TD skills.

Several years have passed, and the former claims employee is now an experienced TD professional. The TD manager asks this TD professional to create a training plan for a new claims process. Some claims employees work remotely in three different countries. The TD manager requests a draft of the training plan in 30 days.

Which action(s) should the TD professional take to create this training plan?

- **A. Conduct a skills gap analysis**
- B. Build a project team
- **C. Determine the most effective mode(s) for training delivery**
- D. Hold a pilot training session
- E. Research best practices on communication strategies
- **F. Write program goals and objectives**
- G. Create a storyboard
- H. Create an executive summary

**Answer: A,C,F**

#### **NEW QUESTION # 124**

Two manufacturing companies in different cities-Company A and Company B-have recently undergone a merger but will continue operating separately for the immediate future. Company B did not have a talent development (TD) department, so the TD professional who reported to the chief executive officer (CEO) of Company A before the merger will now report to the CEOs of both companies. The TD professional is asked by the CEO of Company A to put together a team-building program to get the employees from both companies to work well together.

What should the TD professional do?

- A. Consult with the CEO of Company B about the path forward.
- B. Issue a letter to employees from both companies indicating the need to work better together.
- C. Design and conduct a team-building activity at a neutral site.
- **D. Prepare a needs analysis that includes employees from both companies.**

**Answer: D**

#### **NEW QUESTION # 125**

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