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## ATD CPTD Exam Syllabus Topics:

Topic	Details
Topic 1	<ul style="list-style-type: none"><li>Building Personal Capability: 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>
Topic 2	<ul style="list-style-type: none"><li>Developing Professional Capability: 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>Impacting Organizational Capability: 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>

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### ATD The Certified Professional in Talent Development Sample Questions (Q141-Q146):

#### NEW QUESTION # 141

An employee meets with a manager and indicates an interest in moving into a different department to prepare for a higher-level position. Currently, no openings are available. Which is the most effective solution for the manager to recommend?

- A. Create a training plan
- B. Enter into a mentoring relationship
- C. Seek a coach
- D. Meet with a career counselor

**Answer: B**

#### NEW QUESTION # 142

When encountering an emotional trigger, what does cognition control?

- A. Course of reaction
- B. Immediate response
- C. Fight-or-flight impulse
- D. Self-awareness

**Answer: A**

Explanation:

According to Emotional Intelligence Research (Daniel Goleman, Certification Reading List), "cognitive processes regulate the course of an emotional reaction, though the immediate response may be involuntary".

We control how we act next, not the initial impulse.

Reference: Emotional Intelligence, Daniel Goleman.

#### NEW QUESTION # 143

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.

Step 3

The investigation has been completed, and it was determined that this was a unique occurrence and that overall, company managers and employees are knowledgeable of rules and internal policies. The TD professional concludes that this was not a training issue and existing training is effective. The TD professional presents this conclusion and the supporting analysis to the legal, compliance, and HR departments. The legal and compliance departments agree with the TD professional's conclusion. However, the HR manager still believes this is a training issue.

How should the TD professional proceed?

- A. Offer alternate solutions, such as coaching for the loan manager.
- B. Seek clarity on why the HR manager is recommending training.
- C. Clarify for the HR manager how training and performance issues differ.
- D. Create a training plan based on the HR manager's request.
- E. Revise the current ethics and compliance training.
- F. Schedule another meeting with the compliance, HR, and legal departments to revisit the training request.

**Answer: B,C**

#### **NEW QUESTION # 144**

A talent development (TD) department wants to strengthen its partnership in decision-making with senior leaders. Which action would be best for the TD department to take?

- A. Ask senior leaders which programs to retain
- B. Implement a governance board
- C. Ask to attend senior strategy sessions
- D. Build a business strategy

**Answer: B**

Explanation:

According to ATD Talent Development Capability Model, establishing a governance board "institutionalizes TD involvement in strategic decision-making, ensuring a consistent voice at the leadership table". Ad-hoc participation is not sustainable.

Reference: ATD Talent Development Capability Model, Organizational Decision-Making Structures.

#### **NEW QUESTION # 145**

A talent development professional has been asked to take a six-hour in-person meeting and transform it into an online course. Which is the best way to create engaging training that will not be a burden for learners to complete?

- A. Host synchronous online meetings with small-group projects.
- B. Create a learning module where learners are given information and interactions to test their knowledge.
- C. Create a manual in a digital format for learners to review, with a knowledge check at the end.
- D. Create a blend of synchronous and asynchronous learning events, ending with a live webinar.

**Answer: D**

#### **NEW QUESTION # 146**

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