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ATD CPTD Exam Syllabus Topics:

Topic	Details
Topic 1	<ul style="list-style-type: none">• 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.
Topic 2	<ul style="list-style-type: none">• 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.
Topic 3	<ul style="list-style-type: none">• Building Personal Capability: This section of the exam measures skills of Learning & 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.

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ATD The Certified Professional in Talent Development Sample Questions (Q98-Q103):

NEW QUESTION # 98

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

Answer: C,H,I

NEW QUESTION # 99

A talent development (TD) professional has been asked to deliver training in support of the corporate strategic plan to increase sales revenues. What is the first question the TD professional should ask the stakeholders?

- A. By how much are revenues expected to be increased?
- B. Why are sales revenues down?
- C. Should certain sales representatives be targeted for this training?
- D. What specific issues is this initiative intended to address?

Answer: D

Explanation:

The CPTD Detailed Content Outline under Needs Assessment states: "Clarifying the exact issues the initiative intends to solve ensures learning solutions are strategically aligned to organizational goals".

Starting with the problem to be solved drives better training design and evaluation.

Reference: CPTD Detailed Content Outline, Needs Assessment.

NEW QUESTION # 100

A talent development (TD) professional has been asked to analyze training effectiveness in relation to company finances. Specifically, management wants to know if the training will pay for itself in 18 months.

Which tool should the TD professional use?

- A. Return on investment (ROI)
- B. Price to earnings ratio
- C. Fixed costs to total labor ratio
- D. Break-even analysis

Answer: A

Explanation:

ROI Methodology from Phillips' Return on Investment in Training and Performance Improvement Programs (Certification Reading List) states: "ROI calculations show whether financial returns on a training initiative exceed its costs within a specific timeframe".

Break-even doesn't measure return; it measures cost recovery point.

Reference: Return on Investment in Training and Performance Improvement Programs, Phillips (2012).

NEW QUESTION # 101

A talent development professional has been hired to assess the motivation of a client's workforce and provide a performance improvement solution. Which three questions would be most important to ask the client?

- A. What motivates the current workforce? What is causing employees' lack of motivation? What would a motivated workforce look like?
- B. What goals are the employees accountable for? After a solution is implemented, what will the employees be able to do? What are the objectives for the workforce?
- C. What are the current workflows and workloads? What are the bottlenecks? What aspects of the work are awkward?
- D. What solutions have you tried in the past for motivating the workforce? What solutions worked? What solutions did not work?

Answer: A

Explanation:

ATD's Performance Improvement model advises that "identifying intrinsic and extrinsic motivators, diagnosing causes of demotivation, and defining successful future states are critical diagnostic questions".

Understanding root causes of motivation gaps is essential before prescribing solutions.

Reference: ATD Handbook, Performance Improvement Processes.

NEW QUESTION # 102

An operations director for a retail call center asks a talent development (TD) manager to analyze the recent rise in incorrect orders, which are up 40% in the past month.

Which action(s) should the TD manager take to determine the root cause(s)?

- A. Analyze recent staffing.
- B. Analyze data regarding recent orders.
- C. Request a report on recent online retail trends.
- D. Create a plan for retraining employees.
- E. Conduct employee focus groups.
- F. Review recent organizational changes.
- G. Identify and interview employees who are making mistakes.

Answer: A,B,F,G

NEW QUESTION # 103

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