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ATD CPTD Exam Syllabus Topics:

Topic	Details
Topic 1	<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 2	<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.
Topic 3	<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.

ATD The Certified Professional in Talent Development Sample Questions (Q81-Q86):

NEW QUESTION # 81

A pharmaceutical company wants to overhaul its compliance training. Some of the executives think that generic training from an external vendor would be cheaper. The talent development (TD) manager knows that customized training built internally would better meet the need. What would best help the TD manager make the case to build the training internally?

- A. Data showing how customized training better aligns to corporate requirements
- B. Metrics on participant satisfaction after attending internal training
- C. Information on how compliance violations impact the company's reputation and finances
- D. A cost breakdown of having all employees attend external vendor training

Answer: A

Explanation:

Business Case Guidelines for Talent Development(ATD Handbook) stress that "alignment to corporate goals and requirements is the most compelling argument when proposing customized versus off-the-shelf solutions".

Cost alone is not strategic enough; alignment is key.

Reference:ATD Handbook, Building the Business Case for TD.

NEW QUESTION # 82

When is microcoaching most helpful to the performer?

- A. When the coach and performer are in the initial stages of building trust
- B. When the coach and the performer are clear about the performer's goals
- C. When the performer is unsure how to move forward with her/his goals
- D. When the coach requires the performer to use a new technology platform

Answer: B

Explanation:

PerMicrocoaching Strategies(Certification Reading List:Coaching for Performance, Whitmore), microcoaching is most effective once goals are clearly defined, allowing quick, targeted development feedback.

It's not meant for initial goal setting or discovery.

Reference:Coaching for Performance, John Whitmore.

NEW QUESTION # 83

A talent development (TD) professional has been hired as a consultant for a 20-person manufacturing company. The TD professional has not worked in this industry before. Several employees have complained to the human resources (HR) department that some supervisors have been disrespectful toward them when giving feedback. The HR manager decides that company-wide training on appropriate feedback is needed.

The TD professional is assigned to conduct a needs analysis and to report the results to the HR manager in two days.

As a result of the needs analysis, the TD professional finds that some supervisors do not know how to give appropriate feedback

and some employees do not respond well to feedback. The HR manager authorizes the TD professional to conduct a one-time, three-hour, instructor-led training program for all employees on giving and receiving effective feedback.

The TD professional decides to incorporate role-play in the training and plans to use the HR manager as the subject matter expert (SME) to create the necessary role-play scenarios. The training program is due in one month. The HR manager is not available in that time frame but notes that a newly hired HR intern is available and suggests that this intern act as an SME in creating the scenarios. Management has decided that the training cannot be postponed.

What should the TD professional do?

- A. Ask the HR manager to recommend a more experienced employee to act as the SME.
- **B. Create scenarios based on the information gathered in the needs analysis.**
- C. Instruct the intern in how to create role-play scenarios.
- D. Create scenarios using details from the employees' complaints.
- E. Adapt scenarios on the same topic that the TD professional has used with similar organizations.

Answer: B

NEW QUESTION # 84

In project management, which is a best practice prior to creating a communication plan?

- A. Manage the expectations of the stakeholders
- B. Identify the primary communicator
- **C. Analyze the needs of the stakeholders**
- D. Select the primary communication method

Answer: C

Explanation:

According to PMBOK Guide and ATD Project Management Materials, "communication planning must begin with analyzing stakeholder needs—understanding their expectations, information requirements, and communication preferences".

Without needs analysis, communication will miss targets.

Reference: PMBOK Guide, Communication Management Chapter.

NEW QUESTION # 85

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

Answer: D

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 # 86

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