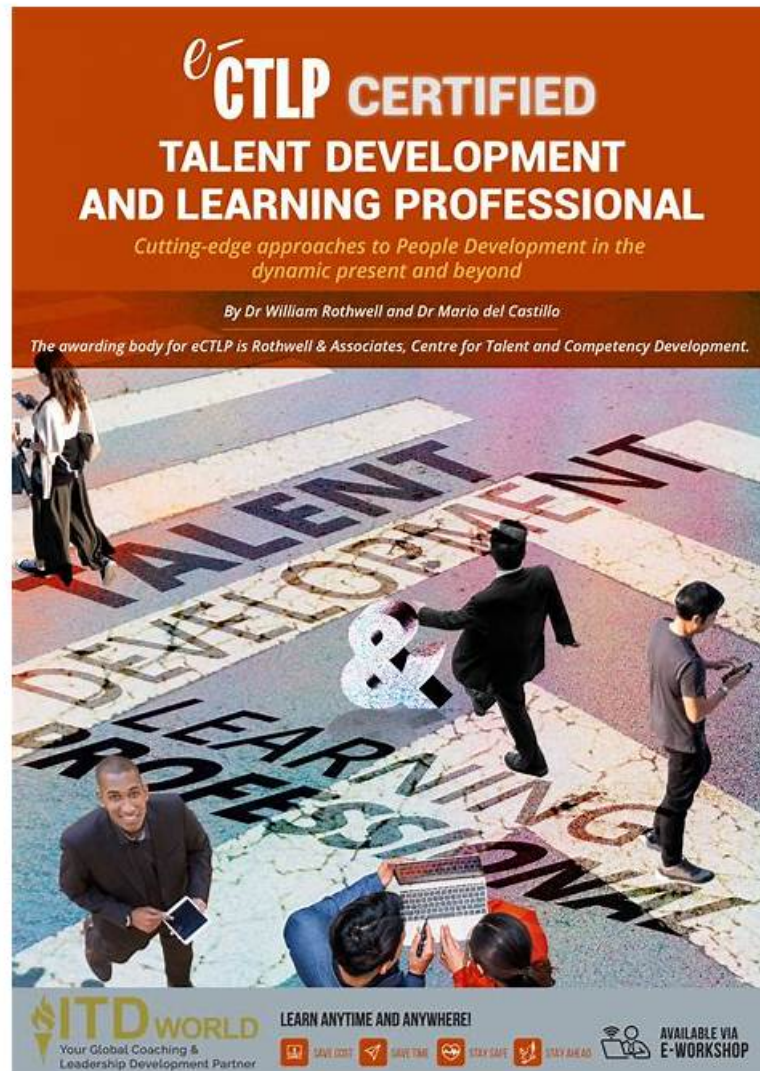


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## ATD CPTD Exam Syllabus Topics:

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>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>
Topic 3	<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>

## ATD The Certified Professional in Talent Development Sample Questions (Q101-Q106):

### NEW QUESTION # 101

A talent development professional and an external training vendor have agreed to a percentage of the overall cost as profit. What is this called?

- A. Performance-based fee
- B. Firm fixed price
- **C. Cost plus incentive fee**
- D. Cost plus fixed price

**Answer: C**

Explanation:

According to ATD Project Management for Learning Professionals, a Cost Plus Incentive Fee (CPIF) contract "pays the vendor for costs incurred plus an agreed-upon incentive or profit percentage tied to cost control or results".

Firm fixed price means no adjustment based on actual costs.

Reference: Project Management for Learning Professionals (ASTD Press).

### NEW QUESTION # 102

In which scenario would situational leadership be most impactful?

- **A. An employee is unclear which direction to take to solve a time-sensitive problem on a project**
- B. An employee has made no progress toward her professional goals ten months into the performance period
- C. An employee is not analyzing data correctly for a presentation with a client
- D. An employee is avoiding a task even though he states that he understands the task

**Answer: A**

Explanation:

According to Hersey and Blanchard's Situational Leadership Model (Certification Reading List), situational leadership is most impactful when "flexibility in directing or supporting behavior is needed based on the employee's task-specific development level". Confusion over direction on a time-sensitive task needs directive leadership - perfect for situational leadership.  
Reference: Management of Organizational Behavior, Hersey & Blanchard.

#### NEW QUESTION # 103

A new manager has been assigned to meet with a talent development (TD) coach. At the first meeting, the manager states "I am who I am, and no amount of coaching will change me." Which should be the TD coach's top priority?

- A. Help the manager to understand how being "uncoachable" puts the manager's job at risk
- B. Help the manager to develop a career transition plan for a role that is a better fit
- C. Report the manager's attitude to a senior leader
- **D. Discover the personal triggers that may help the manager become more coachable**

**Answer: D**

Explanation:

Coaching best practices from the ATD Handbook emphasize that "before offering solutions, uncover internal motivators and triggers that may create openness to development".

Building trust and emotional buy-in precedes behavior change.

Reference: ATD Handbook for Training and Talent Development (2022), Coaching Practices.

#### NEW QUESTION # 104

A talent development (TD) professional has been tasked with training a group of managers on how to be better coaches. The managers have been in their roles for one to three years, have some prior knowledge, are self-motivated to learn, and lack guidance. What is the most effective approach for the TD professional to take?

- A. Provide information about coaching and allow learners to practice coaching each other
- B. Disseminate information about coaching theories to learners with explanations of what a good coach embodies
- C. Organize learners into small groups to discuss coaching ideas and receive feedback from peers
- **D. Engage learners with opportunities to practice coaching and receive feedback from peers and TD professionals**

**Answer: D**

Explanation:

The ATD Handbook recommends for experienced, self-motivated learners: "Practice opportunities with structured feedback are essential to move from theoretical understanding to skill mastery".

Engagement plus feedback leads to real coaching behavior change.

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

#### NEW QUESTION # 105

Which metric would show the most alignment with senior management and organizational goals?

- A. Attrition
- B. Engagement
- **C. Market share**
- D. Productivity

**Answer: C**

Explanation:

In strategic business alignment, Market Share is a direct top-line indicator that connects organizational performance to competitive success, as explained in the ATD Handbook.

Internal metrics like engagement or attrition are important but less visible to external success measures.

Reference: ATD Handbook for Training and Talent Development (2022), Strategic Alignment Metrics.

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