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ATD CPTD Exam Syllabus Topics:

Topic	Details
Topic 1	<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 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">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.

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ATD The Certified Professional in Talent Development Sample Questions (Q17-Q22):

NEW QUESTION # 17

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

Answer: A

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 # 18

A talent development (TD) professional works at a small Internet-based company. The TD professional is tasked with training a group of customer service representatives to process refunds in a new software application.

The TD professional is creating the training plan for the new software and wants to develop the learners' troubleshooting skills by incorporating unexpected complexities that staff might encounter.

The training plan is created and approved, and the TD professional develops the training materials.

The TD professional starts the training session with a short lecture, but the learners are being fairly quiet. The TD professional is worried that learners are not understanding the material but are too afraid to ask questions.

What should the TD professional do to encourage learners to ask questions?

- A. Pause if two or more learners are talking among themselves, and ask if they have a question.
- B. Pause intentionally and give learners enough time to think of questions.
- C. Have learners wait to ask their questions at the end of the lecture.
- D. Stay on schedule, thereby providing stability for the learners and making them more comfortable.
- E. Ask learners to provide examples of situations they have experienced related to the content.
- F. Stop at natural points and ask if there are any questions.

Answer: B

NEW QUESTION # 19

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.

The TD manager approves the TD professional's training plan draft. What should the TD professional do to implement this project?

- A. Schedule training sessions.
- B. Create a project definition checklist.
- C. Schedule regular project status meetings.
- D. Rotate project members on and off the project team.
- E. Determine the project resources needed.
- F. Define project roles.
- **G. Prepare a communication plan for stakeholders.**
- H. Complete a SWOT (strengths, weaknesses, opportunities, threats) analysis.

Answer: G

NEW QUESTION # 20

Which statement by a talent development professional best demonstrates concise, explicit, and clear information?

- A. We will take a 15-minute break at 10 a.m. in the morning.
- **B. Our break is from 10:00 to 10:15.**
- C. Our break is scheduled for 10:00.
- D. We are scheduled for a break at 10 today.

Answer: B

NEW QUESTION # 21

Which level of Kirkpatrick's model should a talent development professional use to measure the impact of learning during and after a training course?

- **A. Level 3**
- B. Level 1
- C. Level 2
- D. Level 4

Answer: A

NEW QUESTION # 22

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