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## ATD CPTD

The Certified Professional in Talent Development

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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>
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This kind of polished approach is beneficial for a commendable grade in the The Certified Professional in Talent Development (CPTD) exam. While attempting the exam, take heed of the clock ticking, so that you manage the ATD CPTD questions in a time-efficient way. Even if you are completely sure of the correct answer to a question, first eliminate the incorrect ones, so that you may prevent blunders due to human error.

### ATD The Certified Professional in Talent Development Sample Questions (Q76-Q81):

#### NEW QUESTION # 76

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

**Answer: B**

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 # 77

According to Rummler and Brache's performance variables model, which finding suggests a performance breakdown at the organization level?

- A. Low-performing employees are not cited for poor performance
- B. Job titles are not clearly defined for employees of the shipping department
- **C. Operating strategies have caused delays in routing orders to the correct recipients**
- D. Equipment placement has caused some delays in manufacturing

**Answer: C**

Explanation:

Rummler and Brache's Performance Model differentiates levels: "Organization-level breakdowns are reflected in strategic misalignment, such as poorly designed operating strategies".

Equipment or job clarity issues are process- or job-level.

Reference: Improving Performance: How to Manage the White Space on the Organization Chart, Rummler & Brache.

#### NEW QUESTION # 78

A talent development (TD) professional is working as an independent consultant for a company. The TD professional signs a nondisclosure agreement and gains access to protected company data and information.

Which type of law would the TD professional most likely be breaking if the information is misused?

- A. Fair use law
- B. Copyright law
- C. Intellectual property law
- **D. Trade secret law**

**Answer: D**

Explanation:

Per the ATD Handbook: "Misuse of protected proprietary information - such as client lists, formulas, business strategies - falls under trade secret law, not general copyright or IP law".

Trade secret violations occur when confidential business information is disclosed without permission.

Reference: ATD Handbook for Training and Talent Development (2022), Compliance and Ethics.

### NEW QUESTION # 79

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. Instruct the intern in how to create role-play scenarios.
- C. Create scenarios using details from the employees' complaints.
- D. Adapt scenarios on the same topic that the TD professional has used with similar organizations.
- **E. Create scenarios based on the information gathered in the needs analysis.**

**Answer: E**

### NEW QUESTION # 80

Which is the best example of an effective learning or behavioral outcome statement?

- A. Learners should understand key sales techniques for selling time-shares without error given instruction, practice by recording themselves, and feedback from colleagues
- B. Learners will be able to design a quality online course according to nationally recognized quality standards on their second attempt through the course review process
- C. Learners should be able to prepare an analytical report with data analysis communication and problem-solving skills, according to the standard that defines management preferences, by the end of the course
- **D. Learners should be able to recall flight instruments with 90% accuracy on a flight technician qualifying exam given a detailed diagram of flight instruments, instruction about this system, and practice opportunities**

**Answer: D**

Explanation:

Mager's Instructional Objectives Model stresses that clear objectives must specify:

\* What the learner must do,

\* How well they must perform (criterion),

Reference: Preparing Instructional Objectives, Robert Mager.

