

ATD CPTD PDF Guide & CPTD Exam Price



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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.

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ATD The Certified Professional in Talent Development Sample Questions (Q64-Q69):

NEW QUESTION # 64

A talent development professional is providing coaching to an individual. Which action is most likely to improve success for the coaching action plan?

- A. Be specific whether an action is a goal or a task
- B. Allow others to define actions for the person receiving coaching
- C. Obtain stakeholder approval for the action plan
- D. Write out the action plan

Answer: A

Explanation:

Effective coaching, per the ATD Coaching Certificate Program (Certification Reading List), involves setting clear distinctions between tasks and broader goals to help coachees understand immediate next steps versus overall outcomes.

Vague plans reduce accountability and progress tracking.

Reference: ATD Coaching Certificate Program Materials.

NEW QUESTION # 65

A talent development (TD) professional has been contracted to design a training program on cross-cultural communications. The organization's goal is to foster a more inclusive workplace environment. Which action would best help the TD professional assess the organizational environment to identify specific performance objectives?

- A. Read the results of exit surveys and interviews
- B. **Facilitate focus groups with employees across all levels**
- C. Evaluate performance reviews to assess ratings and written narratives
- D. Discuss performance gaps with external clients and senior leadership

Answer: B

Explanation:

According to ATD Needs Assessment Best Practices, "Focus groups with cross-level participation provide rich, context-specific insights into organizational dynamics, uncovering barriers and enablers to inclusion".

It gives deeper, actionable data than archival reviews alone.

Reference: ATD Handbook, Focus Groups for Organizational Assessment.

NEW QUESTION # 66

Which is the most effective way for a facilitator to incorporate adult learners' previous experience?

- A. **Invite discussions on the content**
- B. Provide significant practice with feedback
- C. Utilize case studies detailing typical experiences
- D. Link objectives to internal motivators

Answer: A

Explanation:

According to Knowles' Adult Learning Theory (referenced in the Certification Reading List: The Adult Learner, Knowles, 2015), adults "bring rich experiences into the learning environment" and "learn best when those experiences are acknowledged and integrated into the session".

Inviting discussions directly draws upon their prior knowledge, making learning personally meaningful and more effective.

Reference: The Adult Learner, Knowles (2015), Adult Learning Principles.

NEW QUESTION # 67

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

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

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 # 68

A talent development (TD) professional has gained upper management's support to introduce individual development plans (IDPs) as a tool for employee development. Which first steps should the TD professional take to launch a successful IDP program?

- A. First, create an IDP framework and formal check-in timeline; second require managers to submit IDP progress reports on a quarterly basis or risk having their network access blocked
- B. First, create a company-wide communications plan to promote the program launch; second, educate employees on goal-setting best practices as they complete their IDPs
- C. **First, create an IDP framework that links to the organization's business strategy; second, support and educate managers on their role as they initiate the process with their direct reports**
- D. First link the IDP framework to the organization's mission statement; second collect and share data to show executives the impact of IDPs on employee skills development and attrition

Answer: C

Explanation:

The ATD Talent Development Capability Model explains under Career & Leadership Development that effective individual development planning "must link to the organization's strategic goals and must be manager-driven to ensure relevance and commitment". Educating managers helps embed IDPs into ongoing performance management processes, ensuring they are not seen as an HR formality.

Reference: ATD Talent Development Capability Model, Career and Leadership Development capability.

NEW QUESTION # 69

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