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CPTD Exam - Building Personal Capability Questions & Answers 2024/25

Communication process - environment - ANSWERThe conditions or circumstances within which the communication process operates; it may enhance or block communication

Communication process - filter - ANSWERSA mindset, bias, or opinion that hinders the flow of information between the sender and receiver, usually based on past experiences

Communication process - medium - ANSWERThe method used to convey the message, such as voice, reports, or email

Communication process - encoding - ANSWERThe process of translating the message by the sender

Communication process - decoding - ANSWERThe process of translating the message to thoughts and understanding

Communication process - feedback - ANSWERCommunication that gives individuals information about the effect of their communication

6 Cs of Communication - ANSWERSClear, correct, complete, concise, coherent, courteous

6 Cs of communication - clear - ANSWERChoosing audience-appropriate words that are precise and descriptive

Perceptual barriers to communication - ANSWERPreconceived ideas, disinterest, behavior patterns, misinformation, uncomfortable previous experience, conflicting verbal and nonverbal communication, distractions caused by others' dress and grooming

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ATD CPTD Exam Syllabus Topics:

Topic	Details
Topic 1	<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.
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"> • 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.
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ATD The Certified Professional in Talent Development Sample Questions (Q17-Q22):

NEW QUESTION # 17

Which is the most important reason for a talent development (TD) professional to complete a business ecosystem analysis?

- **A. To understand the role government, competitors, adjacent markets, and customers play in the business**
- B. To be able to prepare the budget for the TD department
- C. To develop a strategic plan that is aligned with the current business goals and values
- D. To identify the strengths, weaknesses, opportunities, and threats to the business

Answer: A

Explanation:

According to the CPTD Detailed Content Outline, under Impacting Organizational Capability, talent development professionals are expected to "analyze the organization's environment and ecosystem, including competitors, customers, partners, regulators, and markets, to influence TD strategy".

Understanding the full ecosystem ensures that the learning strategy is responsive to external factors, not just internal needs, which is critical for long-term success.

Reference: CPTD Detailed Content Outline, Domain 3, Organizational Ecosystem Analysis.

NEW QUESTION # 18

When following an organizational diagnosis model, which two variables that impact an organization would most appropriately be examined at both the organizational and group levels?

- A. Group behavior and individual attitudes
- B. Processes and individual motivation
- C. Structure and group composition
- **D. Culture and technology**

Answer: D

Explanation:

According to Organizational Diagnosis Models (CPTD Outline), "Culture and technology operate at both macro (organization-wide) and micro (team or department) levels".

Both deeply shape how work gets done across layers.

Reference: CPTD Detailed Content Outline, Organizational Systems Diagnosis.

NEW QUESTION # 19

Which statement should be included in an employee engagement survey to best understand company culture?

- A. I receive a competitive benefits package.
- B. I understand the needs of my customers.
- C. My job makes good use of my skills.
- **D. I am empowered to make decisions.**

Answer: D

NEW QUESTION # 20

A talent development professional is developing a training course for line staff who have been promoted to a manager position for the first time. Why should relationship building be a critical component of the training course?

- A. Strong relationships among team members provide the best return on investment (ROI) for the department
- B. Support from key stakeholders cannot be obtained without establishing strong relationships first
- C. Management is a social construct and built on a foundation of informal relationships
- **D. A sense of shared ownership and effective inclusion create the foundation of a strong team**

Answer: D

Explanation:

According to First-Time Manager Training Best Practices (Certification Reading List), fostering "shared ownership and inclusive collaboration" is vital for new managers to build trust, motivation, and team effectiveness.

Relationships enable leadership success far more than authority alone.

Reference: ATD Handbook, Leadership Development for New Managers.

NEW QUESTION # 21

Two manufacturing companies in different cities—Company A and Company B—have recently undergone a merger but will continue operating separately for the immediate future. Company B did not have a talent development (TD) department, so the TD professional who reported to the chief executive officer (CEO) of Company A before the merger will now report to the CEOs of both companies. The TD professional is asked by the CEO of Company A to put together a team-building program to get the employees from both companies to work well together.

What should the TD professional do?

- A. Consult with the CEO of Company B about the path forward.
- B. Design and conduct a team-building activity at a neutral site.
- **C. Prepare a needs analysis that includes employees from both companies.**
- D. Issue a letter to employees from both companies indicating the need to work better together.

Answer: C

NEW QUESTION # 22

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