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ATD CPTD Exam Syllabus Topics:

Topic	Details
Topic 1	• 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	• 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	• 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.

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ATD The Certified Professional in Talent Development Sample Questions (Q15-Q20):

NEW QUESTION # 15
When creating a talent development (TD) initiative, which activity will best help a TD professional gain leadership support for the plan?

- A. Drafting a business case for learning
- B. Identifying target participants
- C. Outlining a list of learning resources
- D. Preparing a detailed budget

Answer: A

Explanation:
ATD's Business Case Development Standardsstate that "leaders respond best to business cases that connect learning investments directly to strategic priorities and expected results".
Listing resources or participants without showing impact is insufficient.
Reference:ATD Handbook for Training and Talent Development (2022), Business Case for Talent Development.

NEW QUESTION # 16
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. Disseminate information about coaching theories to learners with explanations of what a good coach embodies
- B. Engage learners with opportunities to practice coaching and receive feedback from peers and TD professionals
- C. Organize learners into small groups to discuss coaching ideas and receive feedback from peers
- D. Provide information about coaching and allow learners to practice coaching each other

Answer: B

Explanation:

TheATD Handbookrecommends 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 # 17

What should a talent development professional do to best facilitate retention in a multi-subject course?

- A. Space activities around each subject throughout the course
- B. Test for all content at the end of the course
- C. Put all exercises at the end of the training
- D. Utilize one activity per subject during the course

Answer: A

Explanation:
According toMake It Stick: The Science of Successful Learning(Brown et al., Certification Reading List), spaced practice-distributing learning activities over time - enhances retention far better than massed practice.
Spreading activities by subject during the course encourages memory encoding and recall.
Reference:Make It Stick: The Science of Successful Learning (2014).

NEW QUESTION # 18

Which activity represents the best example of a meaningful diversity and inclusion strategy in a workplace?

- A. Implement a fixed hiring model that will ensure at least one person from every type of diversity group is represented in the local/regional workforce
- B. Solicit input from employees and gather interest in various topics to offer targeted webinars to the organization around diversity and inclusion
- C. Issue an invitation to all employees to join the company's diversity committee so they can direct the company's activities around diversity and inclusion
- D. Establish an executive-sponsored mentoring program with a designated budget and practices designed to support employees to increase the value they bring to the company

Answer: D

Explanation:
According to theATD Talent Development Capability Model(2024), underCultural Awareness and Inclusion(part of Building Personal Capability), success is defined by embedding diversity, equity, and inclusion (DEI) efforts into business practices.
Specifically, "effective DEI practices must be executive- sponsored, measurable, budgeted, and tied to business outcomes, not just compliance or check-the-box activities".
A mentoring program sponsored at the executive level with a dedicated budget directly reflects systemic support, leadership engagement, and a sustainable inclusion effort.
Reference:ATD Talent Development Capability Model, Cultural Awareness & Inclusion, 2024.

NEW QUESTION # 19

What is the most important reason for determining an anticipated headcount of training team employees before presenting a training budget?

- A. There must be adequate time to recruit new resources
- B. The training work plan must be correlated to the headcount
- C. Labor is typically the largest training department cost
- D. Training headcount must be justified and approved

Answer: C

Explanation:
TheATD Handbookemphasizes that "labor costs typically make up the largest portion of a TD department's budget, often 50-70%".
Therefore, determining headcount early allows accurate cost projections.

Reference:ATD Handbook for Training and Talent Development (2022), TD Budgeting Principles.

NEW QUESTION # 20
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