

APTD Study Guide

Personal Capabilities

Part 1



atd

CERTIFICATION
INSTITUTE

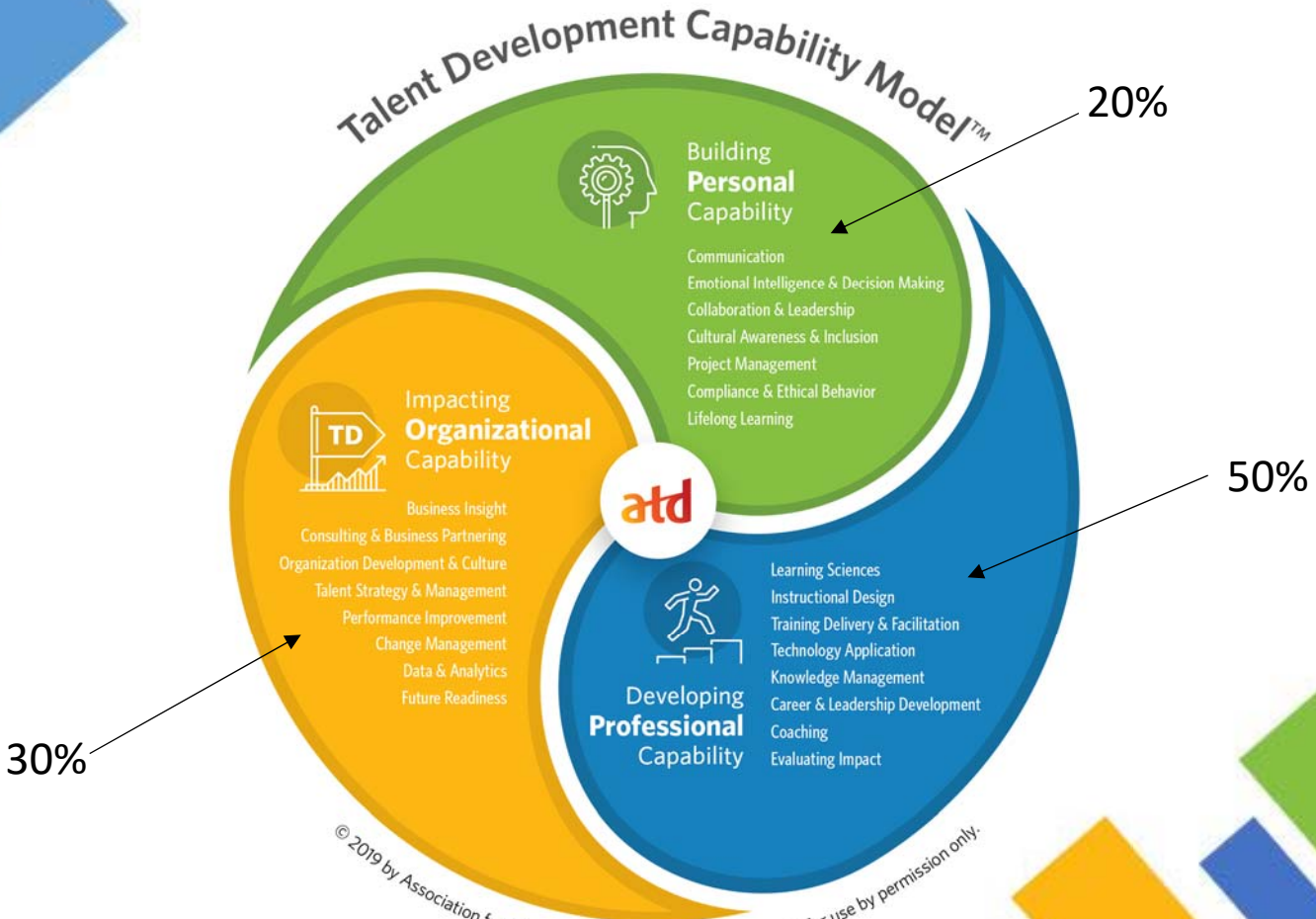


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Capability Model



Bloom's Taxonomy Illustrated

Behavioral Levels	Skill Level	Examples
Remembering	Define, list, recall	Can name the 5 components of the ADDIE Model
Understanding	Translate, describe, explain	Can explain the ADDIE Model clearly to others
Applying	Apply, demonstrate and use knowledge in new situations	Can apply the ADDIE model to the design of a new program
Analyzing	Analyze, compare, question	Can compare and contrast the phases of the model
Evaluating	Appraise, assess, judge and score	Can evaluate and defend the use of the ADDIE model
Creating	Arrange, create, plan & prepare new	Can design a new development model

Personal Capabilities (20%)



**~25 questions from
this domain**



Building Personal Capability

20% of APTD Exam Content

of Statements Tested in Each Capability*

- Communication (1)
- Emotional Intelligence (1)
- Collaboration & Leadership (4)
- Cultural Awareness & Inclusion (1)
- Project Management (1)
- Compliance & Ethical Behavior (1)

*Number of statements tested in each capability does not correlate to the weight on the exam – but does signal relative importance of the topic





Communication

Capability Statement in APTD Content Outline

1.1.5 *Skill in conceiving, developing, and delivering information in various formats and media, for example reports, briefings, memorandums, presentations, articles, and emails.*

TDBoK section review reveals the main focus is communicating in writing

- Developing written materials
- Communicating with others through writing
- Effective use of email

However, don't overlook the developing and delivering presentations portion of this statement.






Communication Resources

Resources mentioned on Reference Reading List:

- Appleman, Jack. [*10 Steps to Successful Business Writing, 2nd Edition.*](#) 2017, Alexandria, VA: ATD Press.
- Palmer, Erik. [*Own Any Occasion: Mastering the Art of Speaking and Presenting.*](#) 2017, Alexandria, VA: ATD Press.

Other Potential Resources:

- TD at Work [*Business Writing for Managers*](#)
 - [*ATD Elements Library*](#) – Module on business writing and developing presentations
 - Your favorite business writing book
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Emotional Intelligence & Decision Making

Capability Statement on the content outline

1.2.1 Knowledge of theories of emotional intelligence

There is a three-page summary in the TD BoK on the theories







Emotional Intelligence Resources

Resource mentioned on Reference Reading List:

- Goleman, D. [*Emotional Intelligence*](#). 2005, New York: Bantam Press

Other potential resources:

- TD at Work: [*Using Emotional Intelligence in the Workplace*](#)
 - [List of TED talks on Emotional Intelligence](#)
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Cultural Awareness & Inclusion

Capability statement on the content outline

1.4.3 Knowledge of methods and techniques to foster cultural awareness, encourage cultural sensitivity and broaden viewpoints.

- TDBoK section for this specific statement is limited



Cultural Awareness Resources

Resources mentioned on reading list

- [TD at Work Building Blocks of Workplace Inclusion \(2017\)](#)
- [Leading with Cultural Intelligence: The Real Secret to Success](#) 2nd ed. (2015) Livermore, D. New York: AMACOM.
- [Interview with David Livermore](#)



Wrap Up

- Always think about how you would apply the theories or concepts at work
- Use current projects and try to apply your new knowledge
- Teach back – share the information with your co-workers
- [APTD study plan spreadsheet](#)