

APTD Study Guide

Personal Capabilities

Part 2



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CERTIFICATION
INSTITUTE

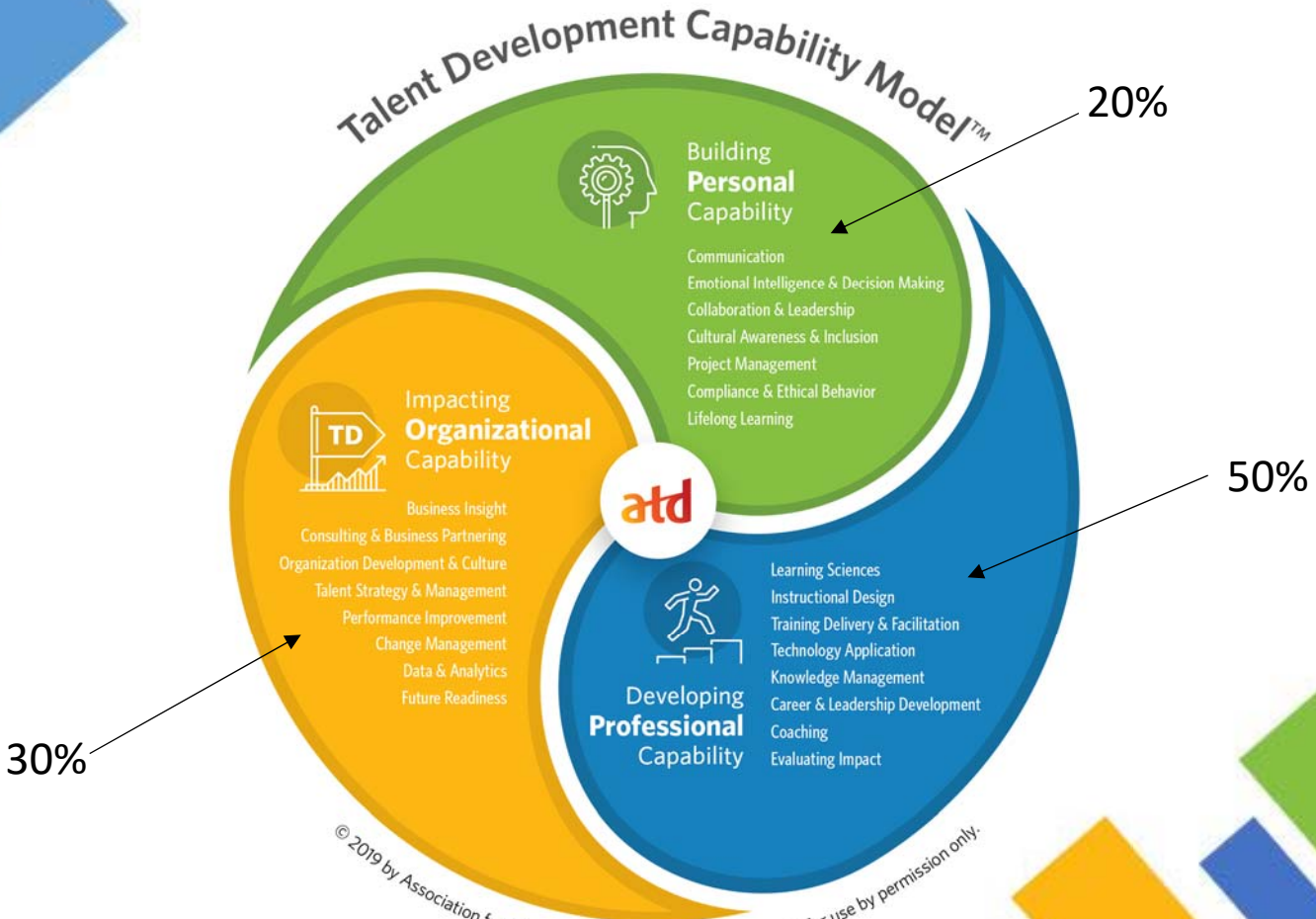




Contents

- Capability Model
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 - Leadership & Collaboration
 - Compliance & Ethical Behavior

Capability Model



Personal Capabilities (20%)



**~25 questions from
this domain**

Building PERSONAL Capability



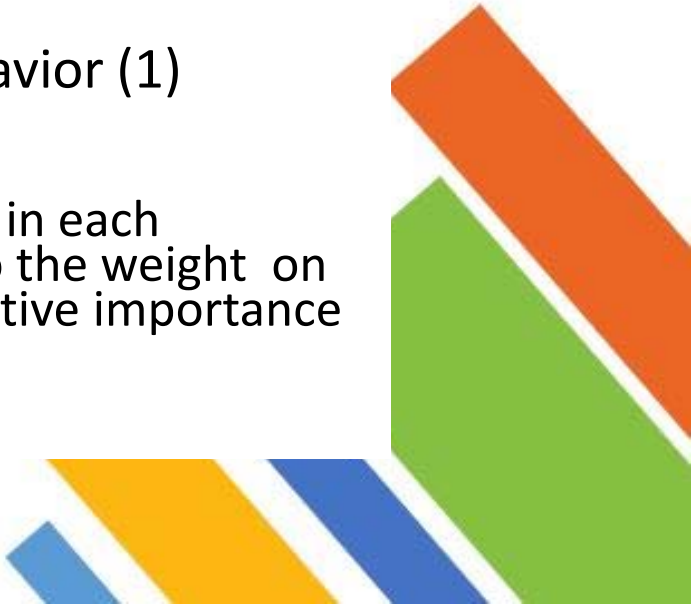
Building Personal Capability

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





Project Management

Capability statement in APTD content outline

1.5.1 Knowledge of project management principles and processes (for example, scheduling, planning, allocating resources, evaluating, and reporting)

TDBoK section 1.5.1 covers project management basics

- Principles
- Process
- When to Use

The section does not go into detail on any of the processes.





Project Management

Resource mentioned on Reference Reading List:

- [Project Management: Absolute Beginner's Guide, 4th ed. \(2017\) Horine, G. Indianapolis, IN: Que Publishing.](#)

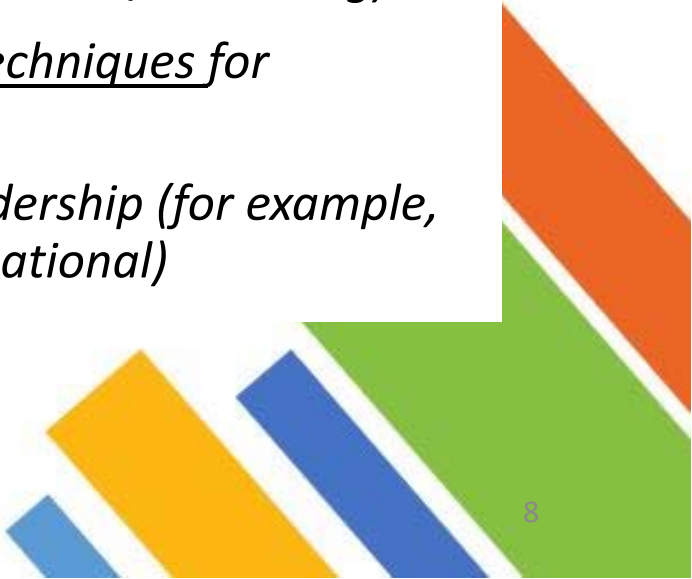
Other possible resources:

- Project management course materials consistent with PMI/PMP terminology
- 



Collaboration & Leadership

Capability statements on the content outline

- *1.3.1 Knowledge of theories, methods, and techniques to build and manage professional relationships (for example, group dynamics, teamwork, shared experience, and negotiation)*
 - *1.3.2 Knowledge of methods and criteria for establishing and managing collaboration among various units (for example, finance, operations, IT, and sales/marketing)*
 - *1.3.9 Knowledge of principles and techniques for providing feedback*
 - *1.3.10 Knowledge of theories of leadership (for example, transformational, inclusive, and situational)*
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Collaboration & Leadership Resources

Resource mentioned on Reference Reading List:

- [The Fifth Discipline: The Art & Practice of the Learning Organization](#) (2006) Senge, Peter. Doubleday
- [ASTD Leadership Handbook](#) (2010) ASTD Press
- [The New Extraordinary Leader: Turning Good Managers into Great Leaders](#). (2019) Zenger, J. and J. Folkman. New York: McGraw-Hill Publishers.

Other potential resources:

- [Zenger Folkman Youtube channel](#)



Compliance & Ethical Behavior

Capability statement on the content outline

- *1.6.4 Knowledge of laws, regulations, and ethical issues related to the development of instructional content (for example, intellectual property, copyright laws, and accessibility requirements)*

The TDBoK references other sections as well as other sources that go into more detail on the topic.



Compliance & Ethical Behavior Resources

Resources mentioned on reading list

- [ASTD Handbook, 2nd edition](#) (Chapter 18) (2014) Biech, E., ed. ASTD Press.

Other possible resources:

Blog posts:

- [What are the Legal Challenges with Intellectual Property? By Steve Cohen](#)
- [How do you Optimize Accessibility by Paul Schneider](#)

TD at Work:

- [Designing Section 508 Compliant Learning by Maureen Orey](#)



Wrap Up

- 25 Questions from Personal Capabilities
- Pay attention to the wording of the statements
- Look for videos, podcasts or TEDTalks by the authors of the referenced books
- Books that are mentioned multiple times
- Organize your materials and references
- [APTD study plan spreadsheet](#)