



THE INSTITUTE
FOR PERFORMANCE
AND LEARNING

PRACTICAL TIPS FOR CANDIDATES

CTDP CERTIFICATION - EXAM & PROJECT

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Introduction

Hello, fellow Learning Experts!

Congratulations on embarking on the CTDP/CTP Certification journey - this is an important and very rewarding step in your career!

In this short presentation I would like to share with you a few tips on how I prepared for the CTDP exam and skill demo submission (Facilitating Learning). It is a summary of what worked for me based on the content of my project and the type of my audience.

The journey definitely takes some planning, preparation and motivation. This allowed me to complete all the requirements in less than 3 months (my exam was on November 24th, and I chose to submit my project on Jan 5th).

CTDP Exam Preparation

- The exam is based on the Competencies Framework document, which is not a text book but rather a guide or a manual, and you need to treat it that way. It is a summary of your expected expertise, not a tutorial.
- If you feel that you need to expand your knowledge in certain areas, it might be helpful to take classes on Adult Learning and refer to professional books on the topic.
- The Competencies Framework is not an easy read - it's over 100 pages of bullet points! I carefully reviewed it 3 times, and figured out how to efficiently maneuver within the document (yes, a lot of highlighting, page markings, whatever works for you!)
- I created a shortcut or a “key” for the document: there are summary pages for every Competency at the beginning of each chapter: pages 19, 33, 47, 61, 79, 93, 101.
- Once you master the content of these pages, you will be able to quickly identify the Competency and supporting competencies that relate to an exam question. Next, filter through the sub-competencies and skills that a question might be testing you on. It is crucial to know this first layer before diving into more details.

Project – Facilitating Learning

- My first step in preparing for the project was carefully reading the Skill Demo Worksheet, and the Facilitating Learning Competency.
- I took notes of the questions in the Worksheet to make sure that my project addresses and demonstrates ALL the requirements:
 - Administrative arrangements
 - Contingency plan
 - Formal welcome to learning
 - Setting up ground rules
 - Management of disruptive behavior
 - Delivery of content
 - Group discussion
 - Learner questions and comments
 - Visual aids
 - Activities and practice (including transfer activities)
 - Assessment of performance and feedback/coaching
- This is a lot to be included in a 30 min facilitation; I decided to work backwards and prepare my session around those requirements.

#MUST HAVE!

Example of the 30min Agenda

- Below is my Agenda for the 30min video – this is only to demonstrate what worked for my project.
- Your Agenda may look very different from this example – whatever you believe will work best for your content and your audience!

TIME	ACTIVITY
3min	INTRODUCTION (includes personal introductions, demonstrating my credibility, housekeeping items, and setting up ground rules).
5min	CONTENT DELIVERY (discussion around the main topic of the session, and helping learners identifying what they already know based on their experience as a foundation for the new knowledge to be acquired during the workshop).
8min	CONTENT DELIVERY – Topic 1
3min	PRACTICE ACTIVITY – based on Topic 1 (learners working in pairs)
3min	CONTENT DELIVERY – Topic 2
8min	PRACTICE ACTIVITY – based on Topic 1&2 (group work and a quick wrap up)

Video Recording



- No special equipment required: my video was recorded with my personal phone.
- I positioned the camera to capture myself, the learners, the projector, and the flip chart.
- I tested the camera set up prior to participants entering the room – I recorded a short sentence from the facilitator position to make sure that I am heard properly on the video (might be helpful not to place the camera too far back in the room).
- Size of the audience: I made sure I have at least 4 learners in the room – in my opinion this is a minimum that allows for an interactive session, and I was able to facilitate both pair work and group practice activities.

Completing the Skill Demo Worksheet

- The KEY is to answer ALL the questions in the Worksheet.
- I repeat, do not leave anything blank! 😊
- It can happen that the Worksheet requires a description of a situation that did not take place during your 30min facilitation (other than something you were in full control to plan ahead of the session e.g. Formal Welcome to Learning or Group Discussion).
- During my facilitation session I did not observe, and hence did not have to manage a disruptive behavior. Instead of leaving this answer blank, I responded with a description of what I would have done, had this situation taken place.
- Lastly, do not forget to include all the other documents that will accompany your submission e.g. your resume and references (make sure you give the person referring you enough time to complete and return the reference worksheet – plan, plan, plan!).

Good Luck and Keep in Touch!

All the best on your journey – if you prepare and plan it well, it will be a smooth cruise!

I look forward to hearing your success stories. Feel free to connect with me on LinkedIn or via my website: limbiclearning.ca



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