

## Certification Reading Reference List

This list is designed to assist candidates in finding publications to aid in filling knowledge gap areas. It is not designed to be exhaustive or intended to be a must-read list. Each candidate will have their own gaps and their own personal libraries from which to prepare.

The list has been organized by capability area. Several publications may be found in more than one capability. If you are an ATD member, some of these publications can be claimed as part of your included member benefits.

**These resources are more comprehensive in nature, covering multiple topics across several capabilities:**

- The [Talent Development Body of Knowledge](#) (2020), ATD Press
- [The Fifth Discipline: The Art & Practice of the Learning Organization](#) (2006) Senge, Peter. Doubleday
- [ATD Foundations of Talent Development](#) (2018) Biech, E. ATD Press
- [ASTD Handbook, 2<sup>nd</sup> edition](#) (2014) Biech, E., ed. ASTD Press
- [Talent Management Handbook](#) (2015) Bickham, T. ATD Press

<b>1. Building Personal Capability</b>	
<b>1.1 Communication</b>	<ul style="list-style-type: none"> <li>• <a href="#">Own Any Occasion: Mastering the Art of Speaking and Presenting</a> (2017) Palmer, Erik. ATD Press</li> <li>• <a href="#">10 Steps to Successful Business Writing 2<sup>nd</sup> Edition</a> (2017) Appleman, Jack. ATD Press</li> <li>• <a href="#">10 Steps to Successful Presentations</a> (2019) ATD Press</li> <li>• <a href="#">Focus on Them: Become the Manager Your People Need You to Be</a> (2018) Ito, Tim; Jenkins, W.; O’Quinn, K. ATD Press</li> <li>• <a href="#">Effective Data Visualization: The Right Chart for the Right Data</a>, 2<sup>nd</sup> ed. Evergreen, S. 2019. Thousand Oaks, CA: SAGE Publications</li> </ul>
<b>1.2 Emotional Intelligence &amp; Decision-Making</b>	<ul style="list-style-type: none"> <li>• <a href="#">Emotional Intelligence</a> (2005) Goleman, D. Bantam Press</li> </ul>
<b>1.3 Collaboration &amp; Leadership</b>	<ul style="list-style-type: none"> <li>• <a href="#">ASTD Leadership Handbook</a>. E. Biech editor. Alexandria, VA: ASTD Press</li> <li>• <a href="#">The Fifth Discipline: The Art &amp; Practice of the Learning Organization</a> (2006) Senge, Peter. Doubleday</li> <li>• <a href="#">10 Steps to Be a Successful Manager</a> (2019) Haneberg, L. ATD</li> </ul>

	<p>Press</p> <ul style="list-style-type: none"> <li>• <a href="#">Focus on Them: Become the Manager Your People Need You to Be</a> (2018) Ito, Tim; Jenkins, W.; O'Quinn, K. ATD Press</li> <li>• <a href="#">The New Leadership Literacies: Thriving in a Future of Extreme Disruption and Distributed Everything</a>. Johansen, B. 2017. Oakland, CA: Berrett-Koehler Publishers.</li> <li>• <a href="#">The New Extraordinary Leader: Turning Good Managers into Great Leaders</a>. (2019) Zenger, J. and J. Folkman. New York: McGraw-Hill Publishers.</li> </ul>
<b>1.4 Cultural Awareness &amp; Inclusion</b>	<ul style="list-style-type: none"> <li>• TD at Work <a href="#">Building Blocks of Workplace Inclusion</a> (2017) ATD Press</li> <li>• <a href="#">Culture Savvy: Working and Collaborating Across the Globe</a> (2011) by Rabotin, Maureen. ATD Press</li> <li>• <a href="#">Leading with Cultural Intelligence: The Real Secret to Success</a> 2<sup>nd</sup> ed. (2015) Livermore, D. New York: AMACOM.</li> <li>• <a href="#">Destination Facilitation: A Travel Guide to Training Around the World</a>. (2018) Steffey, D. Alexandria, VA: ATD Press.</li> </ul>
<b>1.5 Project Management</b>	<ul style="list-style-type: none"> <li>• <a href="#">Project Management: Absolute Beginner's Guide, 4th ed.</a> (2017) Horine, G. Indianapolis, IN: Que Publishing.</li> </ul>
<b>1.6 Compliance &amp; Ethical Behavior</b>	<ul style="list-style-type: none"> <li>• <a href="#">ASTD Handbook, 2<sup>nd</sup> edition</a> (Chapter 18) (2014) Biech, E., ed. ASTD Press.</li> <li>• <a href="#">Business Ethics: How to Design and Manage Ethical Organizations, 2<sup>nd</sup> ed.</a> (2019) Collins, D. Thousand Oaks, CA: SAGE Publications.</li> </ul>
<b>2. Developing Professional Capability</b>	
<b>2.1 Learning Sciences</b>	<ul style="list-style-type: none"> <li>• <a href="#">ASTD Handbook, 2<sup>nd</sup> edition</a> (Chapters 11, 13, 21 &amp; 28) (2014) Biech, E., ed. ASTD Press</li> <li>• <a href="#">The Adult Learner</a> 8<sup>th</sup> Edition (2015) Knowles, M. Routledge</li> <li>• <a href="#">Make it Stick: The Science of Successful Learning</a>. (2014) Brown, P., H. Roediger, and M. McDaniel. Boston: Belknap Harvard</li> <li>• <a href="#">The Art and Science of Training</a>. (2017) Biech, E. Alexandria, VA: ATD Press</li> </ul>
<b>2.2 Instructional Design</b>	<ul style="list-style-type: none"> <li>• <a href="#">ISD from the Ground Up</a> 4<sup>th</sup> edition (2015) Hodell, C. ATD Press</li> <li>• <a href="#">Design for How People Learn</a> 2<sup>nd</sup> Edition (2015) Dirksen, J. New Riders</li> <li>• <a href="#">ASTD Handbook, 2<sup>nd</sup> edition</a> (Chapter 9) (2014) Biech, E., ed. ASTD Press</li> <li>• <a href="#">Technology for Trainers</a>, 2<sup>nd</sup> Edition (2015) Toth, T. ATD Press.</li> </ul>
<b>2.3 Training Delivery &amp; Facilitation</b>	<ul style="list-style-type: none"> <li>• <a href="#">Design for How People Learn</a> Julie Dirksen 2<sup>nd</sup> Edition</li> <li>• <a href="#">Telling Ain't Training</a> 2<sup>nd</sup> Edition (2011) Skolovitch &amp; Keeps. ATD Press</li> <li>• <a href="#">The Art &amp; Science of Training</a>, (2017) Elaine Biech. ATD Press</li> <li>• <a href="#">ASTD Handbook, 2<sup>nd</sup> edition</a> (Chapter 20) (2014) Biech, E., ed.</li> </ul>

	<p>ASTD Press</p> <ul style="list-style-type: none"> <li>• <a href="#">10 Steps to Successful Facilitation</a> (2018) ATD Press</li> </ul>
<b>2.4 Technology Application</b>	<ul style="list-style-type: none"> <li>• <a href="#">Shock of the New</a> (2019) Udall, C., &amp; Woodill, G. ATD Press</li> <li>• <a href="#">ATD Foundations of Talent Development</a> (Chapter 13) (2018) Biech, E. ATD Press</li> <li>• <a href="#">The LMS Guidebook</a> (2017) Foreman, S. ATD Press</li> </ul>
<b>2.5 Knowledge Management</b>	<ul style="list-style-type: none"> <li>• <a href="#">ASTD Handbook, 2<sup>nd</sup> edition</a> (Chapter 17 &amp; 41) (2014) Biech, E., ed. ASTD Press</li> <li>• <a href="#">Ready Set Curate</a> (2015) Betts, Ben &amp; Anderson, Allison. ATD Press</li> <li>• <a href="#">Knowledge Management Basics</a> (2009) Atwood, Christee. ATD Press</li> <li>• <a href="#">If We Only Knew What We Know: The Transfer of Internal Knowledge</a> (2012) O'Dell &amp; Grayson. Free Press</li> </ul>
<b>2.6 Career &amp; Leadership Development</b>	<ul style="list-style-type: none"> <li>• <a href="#">ASTD Leadership Handbook</a> (2010) ASTD Press</li> <li>• <a href="#">ASTD Handbook, 2<sup>nd</sup> edition</a> (Chapter 49) (2014) Biech, E., ed. ASTD Press</li> <li>• <a href="#">Talent Management Handbook</a> (Chapter 19) (2015) Bickham, T. ATD Press</li> <li>• <a href="#">The New Extraordinary Leader: Turning Good Managers into Great Leaders.</a> (2019) Zenger, J. and J. Folkman. New York: McGraw-Hill Publishers.</li> <li>• <a href="#">Leaders Start to Finish: A Road Map for Developing Top Performers.</a> (2012) Bruce, A. and S. Montanez. Alexandria, VA. ATD Press.</li> </ul>
<b>2.7 Coaching</b>	<ul style="list-style-type: none"> <li>• <a href="#">Coaching Basics, 2<sup>nd</sup> Edition</a> (2016) Haneberg, L. ATD Press</li> <li>• <a href="#">EveryDay Coaching</a> (2017) Bianco-Mathis, V. &amp; Nabors, L. ATD Press</li> <li>• <a href="#">ATD Foundations of Talent Development</a> (Chapter 16 &amp; 26) (2018) Biech, E. ATD Press</li> <li>• <a href="#">ASTD Handbook, 2<sup>nd</sup> edition</a> (Chapter 40) (2014) Biech, E., ed. ASTD Press</li> </ul>
<b>2.8 Evaluating Impact</b>	<ul style="list-style-type: none"> <li>• <a href="#">Four Levels of Training Evaluation</a> (2016) Kirkpatrick, J. &amp; Kirkpatrick, W. ATD Press</li> <li>• <a href="#">Evaluation Basics</a> (2016) McCain, D. ATD Press</li> <li>• <a href="#">ASTD Handbook, 2<sup>nd</sup> edition</a> (Chapter 29 - 33) (2014) Biech, E., ed. ASTD Press</li> <li>• TD at Work <a href="#">Strategic Approach to Talent Development</a> (2019) ATD Press</li> </ul>
<b>3. Impacting Organizational Capability</b>	
<b>3.1 Business Insight</b>	<ul style="list-style-type: none"> <li>• <a href="#">ASTD Handbook, 2<sup>nd</sup> edition</a> (Chapter 43) (2014) Biech, E., ed. ASTD Press</li> <li>• <a href="#">ATD Foundations of Talent Development</a> (Chapter 6 &amp; 12) (2018) Biech, E. ATD Press</li> <li>• TD at Work <a href="#">Preparing &amp; Defending Your Training Budget</a>, Oliver,</li> </ul>

	<p>L (2017) ATD Press</p> <ul style="list-style-type: none"> <li>• <a href="#">Seeing the Big Picture: Business Acumen to Build Your Credibility, Career, and Company</a>. (2012) Cope, K. Austin, TX: Greenleaf Book Group Press</li> <li>• <a href="#">10 Steps to Successful Budgeting</a> (2019) ATD Press</li> </ul>
<b>3.2 Consulting &amp; Business Partnering</b>	<ul style="list-style-type: none"> <li>• <a href="#">ASTD Handbook, 2<sup>nd</sup> edition</a> (Chapters 7, 36, 38 &amp; 47) (2014) Biech, E., ed. ASTD Press</li> <li>• TD at Work <a href="#">Strategic Approach to Talent Development</a> (2019) ATD Press</li> <li>• <a href="#">Needs Assessment Basics</a> 2nd Edition (2016) McGoldrick &amp; Tobey. ATD Press</li> <li>• <a href="#">ATD Foundations of Talent Development</a> (Section I &amp; II &amp; Chapter 9) (2018) Biech, E. ATD Press</li> <li>• TD at Work <a href="#">Turning Trainers into Trusted Business Partners Consulting on the Inside</a>, (2011) Scott &amp; Barnes. ATD Press</li> </ul>
<b>3.3 Organization Development &amp; Culture</b>	<ul style="list-style-type: none"> <li>• <a href="#">Learning for the Long Run: 7 Practices for Sustaining a Resilient Learning Organization</a>. (2017) Burkett, H. ATD Press</li> <li>• <a href="#">Connection Culture: The Competitive Advantage of Shared Identity, Empathy, and Understanding at Work</a>. (2015) Stallard, M. ATD Press</li> <li>• <a href="#">The Fifth Discipline: The Art &amp; Practice of the Learning Organization</a> (2006) Senge, Peter. Doubleday</li> <li>• <a href="#">Organization Development Fundamentals</a> (2015) Rothwell, W. ATD Press (2015)</li> <li>• <a href="#">Engaging the Workplace: Using Surveys to Spark Change</a> (2018) Johnson, S. ATD Press</li> <li>• <a href="#">Talent Management Handbook</a> (Chapter 7) (2015) Bickham, T. ATD Press</li> </ul>
<b>3.4 Talent Strategy &amp; Management</b>	<ul style="list-style-type: none"> <li>• <a href="#">Talent Management Handbook</a> (Chapter 10-12) (2015) Bickham, T. ATD Press</li> <li>• TD at Work <a href="#">A Modern Approach to Performance Feedback</a> (2019) ATD Press</li> <li>• <a href="#">ATD Foundations of Talent Development</a> (Section I, II, III, Chapters 10 -11, 29) (2018) Biech, E. ATD Press</li> <li>• TD at Work <a href="#">A Strategic Approach to Talent Development</a> (2019) ATD Press</li> <li>• <a href="#">The Executive's Guide to Integrated Talent Management</a>, (2011) Oakes, K. and Galagas, P. Alexandria, VA: ATD Press</li> </ul>
<b>3.5 Performance Improvement</b>	<ul style="list-style-type: none"> <li>• <a href="#">ASTD Handbook, 2<sup>nd</sup> edition</a> (Chapter 28) (2014) Biech, E., ed. ASTD Press</li> <li>• <a href="#">ATD Foundations of Talent Development</a> (Chapter 13) (2018) Biech, E. ATD Press</li> <li>• <a href="#">Performance Consulting: A Strategic Process to Improve, Measure, and Sustain Organizational Results</a> (2015) Robinson, D. &amp; Phillips, P. Berrett-Koehler Publishers</li> <li>• <a href="#">Performance Basics</a>, 2nd Edition (2016) Willmore, J. ATD Press</li> <li>• <a href="#">The Fifth Discipline: The Art &amp; Practice of the Learning</a></li> </ul>

	<p><a href="#">Organization</a> (2006) Senge, Peter. Doubleday</p>
<b>3.6 Change Management</b>	<ul style="list-style-type: none"> <li>• <a href="#">ASTD Handbook, 2<sup>nd</sup> edition</a> (Chapter 47) (2014) Biech, E., ed. ASTD Press</li> <li>• <a href="#">Organization Development Fundamentals</a> (2015) Rothwell, W. ATD Press (2015)</li> <li>• <a href="#">Rapid Retooling</a> (2013) Gerschel, A. &amp; Polsky, L. ATD Press</li> <li>• <a href="#">Leading Change</a> (2012) Kotter, J. Harvard Business Review.</li> </ul>
<b>3.7 Data &amp; Analytics</b>	<ul style="list-style-type: none"> <li>• TD at Work <a href="#">A Strategic Approach to Talent Development:</a> (2019) ATD Press</li> <li>• <a href="#">Big Data For Beginners: Understanding SMART Big Data, Data Mining &amp; Data Analytics For improved Business Performance, Life Decisions &amp; More!</a> (2016) Reynolds, V. CreateSpace.</li> <li>• <a href="#">Effective Data Visualization: The Right Chart for the Right Data,</a> 2<sup>nd</sup> ed. (2019) Evergreen, S. Thousand Oaks, CA: SAGE Publications</li> <li>• <a href="#">ASTD Handbook, 2<sup>nd</sup> edition</a> (Chapter 33 &amp; 34) (2014) Biech, E., ed. ASTD Press</li> <li>• <a href="#">Storytelling: Data Visualization for Business Professionals</a> (2015) Nussbaumer Knaflic, C. Wiley</li> </ul>
<b>3.8 Future Readiness</b>	<ul style="list-style-type: none"> <li>• <a href="#">Shock of the New</a> (2019) Udall, C.,&amp; Woodill, G. ATD Press</li> <li>• <a href="#">The Design Thinking Playbook: Mindful Digital Transformation of Teams, Products, Services, Businesses and Ecosystems.</a> (2018) Lewrick, M., P. Link, and L. Leifer. Hoboken, NJ: John Wiley and Sons.</li> <li>• <a href="#">The Fifth Discipline: The Art &amp; Practice of the Learning Organization</a> (2006) Senge, Peter. Doubleday</li> <li>• TD at Work <a href="#">Design Thinking Meets ADDIE</a> (2017) ATD Press</li> <li>• <a href="#">ATD Foundations of Talent Development</a> (Chapter 33 - 36) (2018) Biech, E. ATD Press</li> </ul>