

APTD / CPTD Virtual MENA Study Group

About APTD

The APTD is a professional certification for talent development professionals who are early in their careers or whose professional roles and aspirations are focused on foundational areas of the field. An APTD credential holder understands that well-designed talent development strategies and solutions contribute to organizational success and has a strong grounding in the foundational knowledge of the field. The APTD is designed for professionals with at least three years of work experience in the talent development field.

About CPTD

The CPTD is a professional certification for talent development practitioners with deep knowledge and experience applying the principles for enhancing employee workplace learning and performance. A CPTD credential holder understands and can affect the value and impact talent development strategies and solutions bring to the success of an organization. The CPTD is designed for talent development professionals with at least five years of relevant work experience.

VIRTUAL STUDY GROUP INFORMATION

Study Group leaders:

- [Ahmed Shaarawy, APTD, CPTD](#) & [Mohamed Mamdouh CPTD](#) - reach out directly to participate

Who Can Attend?

The study group welcomes individuals, whether members of ATD or not, who demonstrate a strong commitment and interest in preparing for the CPTD/APTD examination. Eligible participants should possess a minimum of three years' experience in the Learning and Development sector.

Financial Investment: A single payment of **\$55 USD** is required for participation in the entire study group duration, spanning 13 weeks. Please note that payment is exclusively accepted via PayPal. We offer a comprehensive 100% money-back guarantee for participants who choose to withdraw from the study group under the following circumstances:

- The study group fails to meet your expectations.
- You find the experience unproductive or a waste of your time.
- Personal or professional commitments prevent your continued participation.

In these scenarios, we are committed to refunding your joining fee within 21 days following the first session.

Study Group Language:

- Bilingual (Arabic & English)

What To Expect:

The structure of our study group sessions is meticulously designed to optimize learning and engagement:

1. Orientation Session: An initial kickoff to acquaint participants with the study group.
2. Weekly Focus Sessions (12 in Total): Concentrating on the [three core capability](#) areas over 12 weeks.
3. Meet the Expert Session: Featuring Subject Matter Experts (SMEs) from across the Middle East in the L&D field, this session offers insights and practical experiences related to the TD capability model.
4. Supplementary Virtual Sessions: These sessions are intended to complement your independent study efforts, providing opportunities for reinforcing knowledge, clarifying key concepts, sharing resources, and discussing test-taking strategies.
5. Certificate of Completion: Upon completing the study group, participants receive a certificate, acknowledging 25 hours of continuing education that contributes to eligibility requirements.
6. Experience Sharing from Alumni: Invitations to previous group members who have successfully passed the exam to share their best practices and insights.
7. Dedicated Communication Channel: All communications throughout the study group will be conducted via a closed Telegram group, managed by the group leaders.

This format ensures comprehensive and engaging learning experience for all participants.

Kindly notice that all sessions of the MENA Study Group are conducted live and, in accordance with our group policies, will not be recorded.

Study Group Overview:

- The study group, excluding the initial kickoff session, comprises twelve weekly virtual meetings.
- These sessions are scheduled every Saturday from 11:00 AM to 14:00 PM (Saudi Arabia time).
- The meetings will be facilitated using ZOOM, an intuitive online web conferencing tool, ensuring ease of access and participation for all attendees.
- The core focus of all materials and discussions will be centered around the Talent Development Capability Model.

- Additionally, the 'Meet the Expert' sessions are planned for a separate day, distinct from the regular study group meetings. These sessions will be scheduled based on the availability of the invited Subject Matter Experts (SMEs).

Study Group Ground Rules:

In the MENA Study Group, a cornerstone of our success and a distinguishing feature from other study groups is our commitment to setting clear ground rules and defining roles from the outset. This approach ensures a collaborative and fruitful learning environment for all members throughout the 13-week journey.

Please find below the ground rules that will guide us throughout our learning journey. We all must adhere to these principles to ensure a productive and harmonious experience for everyone.

1. **Commitment to Attendance and Participation:**
 - Please make every effort to attend all scheduled study group sessions promptly and regularly. If you are unable to attend, kindly inform us in advance. This will help us plan our sessions more effectively and ensure a smooth learning experience for everyone.
 - Actively engage in discussions, share insights, and ask questions to foster collaborative learning.
2. **Preparation and Readiness:**
 - Before each session, please review the assigned content outline in the TDBOK. This preparation is crucial for meaningful participation.
 - Come prepared with questions, thoughts, and reflections to contribute to the group's discussions.
3. **Respectful and Supportive Environment:**
 - Maintain a respectful tone during discussions, valuing diverse opinions and perspectives.
 - Foster an inclusive atmosphere where everyone feels comfortable sharing their thoughts and experiences.
4. **Time Management:**
 - Stay on topic during discussions to make the most of the allocated time.
 - Respect the time limits for each agenda item to ensure a balanced and productive session.
5. **Active Listening:**
 - Listen attentively to fellow participants to promote a deep understanding of the material.
 - Avoid interrupting and allow others to express their ideas fully before responding.

6. Confidentiality:

- Respect the privacy of fellow participants by keeping personal and professional discussions within the group.
- Do not share sensitive or personal information outside of the study group.
- All materials and resources shared during our study group sessions are confidential and should not be shared outside the group. This ensures the privacy and integrity of our collaborative learning environment.

7. Assignments and Accountability:

- Complete any assigned readings, exercises, or practice questions before the designated session.
- Share your insights and reflections on the material covered and your progress toward certification preparation.

8. Rotating Roles:

- Rotate facilitation roles among group members to ensure shared leadership and engagement.
- Roles may include discussion leader, timekeeper, note-taker, and topic presenter.

9. Constructive Feedback:

- Offer feedback in a constructive and supportive manner, focusing on the content and ideas presented.
- Suggestions for improvement should be provided with the intention of helping fellow members grow.

10. Flexible Learning:

- Embrace flexibility and adaptability in the study approach to cater to different learning styles and preferences.
- Be open to experimenting with new study techniques and strategies.

11. Professionalism:

- Maintain a professional demeanor during all interactions and discussions.
- Use appropriate language and communication etiquette, avoiding any form of disrespect or inappropriate behavior.

12. Goal-Oriented Approach:

- Keep the ultimate goal of preparing for the APTD/CPTD certifications in mind.
- Support each other in achieving individual and collective success in the certification exam.

Study Materials:

- [TDBok](#) (Talent Development Body of Knowledge) is the first and foremost source of study and **It's a prerequisite** to joining our study group.
- [CPTD Preparation Course](#) / [APTD Preparation Course](#) from ATD is an optional yet very important resource. If purchasing these resources.

Study Strategies:

- Retrieval practice
- Interleaving practice
- Write to learn.
- Teach back & and reflection.
- Social learning.

Invited SMEs in Our Previous Study Groups

- Hanan Nagi: Founder and CEO of HNI (Human International Network)
- Bahaa Hussein: Managing partner at Simdustry, ATD facilitator, Master performance consultant.
- Ashraf Alshafaki, Organizational Development Consultant
- Ahmed Hegazy: Learning Architect, Instructional Designer, VR & AR Learning Developer
- Mohamed Elkhoully: Global Learning Experience Design Manager at Amazon
- Moataz Kordi: Leadership consultant
- Ahmed Gheita: Co-Founder & Chief Learning Officer at Learnkhana
- Moustafa Galal: Learning and development consultant.
- Reem Aljizawi: Founder of coREACH and purpose protector
- Marwan Ali: People & Culture Director and Executive Coach
- Essam Obaid: Knowledge Management Consultant
- Mohamed Sahraf Eldin: Leadership Culture and team transformation agent and Coaching educator
- Nader Bechini: Co-Founder & Managing Director of Growship
- Ahmed Magdy: Founder & Chairman at Legacy Coaching Institute
- Amina Khalifa: Founder of CoreSenses EQ & NLP/TLT Institute
- Abdullah Aljurf: Leadership Development & Coaching Consultant
- Hiba Ismael: Director of Curriculum Development and Instructional Design at Fairfax University of America
- Salah Al Eissa: Senior Leadership Consultant and Advisor

What Our Previous Study Group Members Say:

"It is a role model of a well-planned and supportive study group! Highly recommended for everyone planning to be certified in CPTD."

Dr. Noaf Alqahtani
Learning & Development Consultant

"The study group was awesome. It was well-structured and well-paced, with an open and friendly atmosphere that made learning enjoyable. Thanks to the group leaders."

Abdullatif Ziadeh
Senior L&D Consultant

"It was very useful and helpful with amazing learning. Sharing the experiences with the facilitators was very good. The practical and relevant cases helped us a lot."

Sayed Antar
Senior Learning & Development Consultant

"The leaders/facilitators of the study group have been keen to provide all necessary support to help participants prepare better for the exams."

Muhammad Waseem
Tharwah Academy Director

"The study group sets the pace for what to expect during the participant(s) journey toward certification. The study group helps in navigating the ATD system of thought, hence more alignment between practical experience and the body of knowledge."

Dr. Ziad Shaker
Learning Solution Senior Manager

Extra Resources:

- [APTD Exam Content Outline](#)
- [APTD Certification Handbook](#)
- [APTD Exam Application Steps](#)
- [What to Expect from the APTD Exam](#)
- [ATD Certification Portal](#)
- [APTD Testing Centers](#)
- [APTD Sample Questions \(Handbook, Appendix D\)](#)
- [Certification Reading Reference List](#)
- [APTD & CPTD Certification Practice Tests](#)
- [CPTD Exam Content Outline](#)
- [CPTD Certification Handbook](#)
- [CPTD Exam Application Steps](#)
- [CPTD Testing Centers](#)
- [CPTD Sample Questions \(Handbook, Appendix D\)](#)
- [4 Reasons to Support Certification](#)
- [FAQs](#)

CPTD & APTD Expert's Best Practices Series:

- [Why ATD certifications?](#)
- [Getting started with CPTD & APTD](#)
- [Do Employers & Organizations Value ATD Certifications?](#)
- [How to Use The Same Study Guide TDBOK To Prepare For CPTD & APTD?](#)
- [How To Use The References & Hyperlinks Without Wasting Your Time](#)
- [Why Being an ATD member is Important?](#)
- [How to prepare yourself mentally & psychologically for CPTD and APTD retest?](#)
- [How To Get The Result of The CPTD/APTD exam & what If You Didn't Pass?](#)