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:


<table>
<thead>
<tr>
<th>1. Building Personal Capability</th>
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<tbody>
<tr>
<td>1.1 Communication</td>
<td>• <strong>Own Any Occasion: Mastering the Art of Speaking and Presenting</strong> (2017) Palmer, Erik. ATD Press</td>
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<td></td>
<td>• <strong>Focus on Them: Become the Manager Your People Need You to Be</strong> (2018) Ito, Tim; Jenkins, W.; O’Quinn, K. ATD Press</td>
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<td></td>
<td>• <strong>The Fifth Discipline: The Art &amp; Practice of the Learning</strong></td>
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</tbody>
</table>
| 1.4 Cultural Awareness & Inclusion | • TD at Work *Building Blocks of Workplace Inclusion* (2017) ATD Press  

### 2. Developing Professional Capability

| 2.3 Training Delivery & Facilitation | • *Design for How People Learn, 2nd edition* Julie Dirksen  
2.4 Technology Application


2.5 Knowledge Management

- **If We Only Knew What We Know: The Transfer of Internal Knowledge** (2012) O’Dell & Grayson. Free Press

2.6 Career & Leadership Development


2.8 Evaluating Impact


3. Impacting Organizational Capability

3.1 Business Insight

- ATD Talent Management Handbook (2021) Bickham, T. ATD Press; (Chapter 7) |
- Performance Consulting: A Strategic Process to Improve, |
| 3.7 Data & Analytics | • TD at Work Guide A Strategic Approach to Talent Development: (2019) ATD Press  
• Storytelling: Data Visualization for Business Professionals (2015) Nussbaumer Knaflic, C. Wiley |
• TD at Work Design Thinking Meets ADDIE (2017) ATD Press  