

## 12 WEEK STUDY OUTLINE: 2012 HRCP Program - [www.hrcp.com](http://www.hrcp.com)

DAY	✓	UNIT & PAGE NUMBERS	TOPICS
<b>WEEK ONE</b>			
M		Unit 1: 1-15 (15 pages)	Strategic Human Resource Management (Test Your Knowledge Questions)
T		Unit 1: 17-33 (17 pages)	Organizational Strategy (Test Your Knowledge Questions)
W		Unit 1: 35-52 (18 pages)	HR Control and Evaluation (Test Your Knowledge Questions)
TH		Unit 1: 53-70 (18 pages)	Organizational Environments (Test Your Knowledge Questions)
F		Unit 1: 71-80 (10 pages)	Organizational Design & Development (Test Your Knowledge Questions)
S		CATCH UP & REVIEW	
<b>WEEK TWO</b>			
M		Unit 1: 81-89 (9 pages)	Organizational Culture (Test Your Knowledge Questions)
T		Unit 1: 91-96 (6 pages) Unit 1: 97-103 (7 pages)	The Role of HR in International Business (Test Your Knowledge Questions) Org Leadership & Management Theories (Test Your Knowledge Questions)
W		Unit 1: 105-118 (14 pages)	Ethics (Test Your Knowledge Questions)
TH		Unit 1: 119-131 (13 pages)	HR Research (Test Your Knowledge Questions)
F		Review Unit 1 & Take Practice Exam	<b>Score:</b>
S		CATCH UP & REVIEW	
<b>WEEK THREE</b>			
M		Unit 2: 1-23 (23 pages)	Employment Discrimination
T		Unit 2: 23-40 (18 pages)	Employment Discrimination (cont) (Test Your Knowledge Questions)
W		Unit 2: 41-59 (19 pages)	Human Resource Planning
TH		Unit 2: 59-69 (11 pages) Unit 2: 71-78 (8 pages)	Human Resource Planning (cont) (Test Your Knowledge Questions) Job Analysis, Job Description, Job Specification (Test Your Knowledge)
F		Unit 2: 79-94 (16 pages)	Recruitment (Test Your Knowledge Questions)
S		CATCH UP & REVIEW	

**WEEK FOUR**

M		Unit 2: 95-109 (15 pages)	Selection
T		Unit 2: 109-125 (17 pages)	Selection (cont)
W		Unit 2: 125-137 (13 pages) Unit 2: 139-143 (5 pages)	Selection (cont) (Test Your Knowledge Questions) International HR Management (Test Your Knowledge Questions)
TH		Review Unit 2 & Take Practice Exam	<b>Score:</b>
F		Unit 3: 1-15 (15 pages)	Training and Development in the Organization (Test Your Knowledge Questions)
S		CATCH UP & REVIEW	

**WEEK FIVE**

M		Unit 3: 17-38 (22 pages)	Principles of Training and Development (Test Your Knowledge Questions)
T		Unit 3: 39-55 (17 pages)	Training and Development Techniques (Test Your Knowledge Questions)
W		Unit 3: 57-61 (5 pages) Unit 3: 63-73 (11 pages)	Presenting the Training: Delivery (Test Your Knowledge Questions) Evaluation of Training Effectiveness (Test Your Knowledge Questions)
TH		Unit 3: 75-97 (23 pages)	Talent Management Programs (Test Your Knowledge Questions)
F		Unit 3: 99-115 (17 pages)	Performance Management
S		CATCH UP & REVIEW	

**WEEK SIX**

M		Unit 3: 115-130 (16 pages)	Performance Management (cont) (Test Your Knowledge Questions)
T		Unit 3: 131-148 (18 pages)	Change Management (Test Your Knowledge Questions)
W		Unit 3: 149-160 (12 pages)	Organizational Development Interventions (Test Your Knowledge Questions)
TH		Review Unit 3 & Take Practice Exam	<b>Score:</b>
F		Unit 4: 1-12 (12 pages)	Total Rewards: Financial and Non-financial (Test Your Knowledge Questions)
S		CATCH UP & REVIEW	

**WEEK SEVEN**

M		Unit 4: 13-17 (5 pages) Unit 4: 19-29 (11 pages)	Wage-level Decision (Test Your Knowledge Questions) Job Evaluation Methods (Test Your Knowledge Questions)
T		Unit 4: 31-39 (9 pages) Unit 4: 41-45 (5 pages)	Job Pricing and Pay Rate Administration (Test Your Knowledge Questions) Economic Factors Affecting Compensation (Test Your Knowledge Questions)
W		Unit 4: 47-62 (16 pages)	Incentive Compensation Systems
TH		Unit 4: 62-73 (12 pages)	Incentive Compensation Systems (cont) (Test Your Knowledge Questions)
F		Unit 4: 75-84 (10 pages) Unit 4: 85-90 (6 pages)	Executive Compensation (Test Your Knowledge Questions) Employee Benefit Programs
S		CATCH UP & REVIEW	

**WEEK EIGHT**

M		Unit 4: 90-110 (21 pages)	Employee Benefit Programs (cont) (Test Your Knowledge Questions)
T		Unit 4: 111-119 (9 pages) Unit 4: 121-129 (9 pages)	Health Care Benefits (Test Your Knowledge Questions) Managing Employee Benefit Programs (Test Your Knowledge Questions)
W		Unit 4: 131-146 (16 pages)	Compensation Laws and Regulations
TH		Unit 4: 146-160 (15 pages)	Compensation Laws and Regulations (cont)
F		Unit 4: 160-173 (14 pages)	Compensation Laws and Regulations (cont) (Test Your Knowledge Questions)
S		CATCH UP & REVIEW	

**WEEK NINE**

M		Unit 4: 175-179 (5 pages) Unit 4: 180-185 (6 pages)	Evaluating Strategy & Effectiveness (Test Your Knowledge Questions) International HR Compensation Issues (Test Your Knowledge Questions)
T		Review Unit 4 & Take Practice Exam	<b>Score:</b>
W		Unit 5: 1-12 (12 pages)	Early Labor Movement (Test Your Knowledge Questions)
TH		Unit 5: 13-24 (12 pages)	Union Representation of Employees (Test Your Knowledge Questions)
F		Unit 5: 25-31 (7 pages) Unit 5: 33-43 (11 pages)	Employer Unfair Labor Practices (Test Your Knowledge Questions) Union Unfair Labor Practices, Strikes, Boycotts (Test Your Knowledge Questions)
S		CATCH UP & REVIEW	

**WEEK TEN**

M		Unit 5: 45-55 (11 pages)	Collective Bargaining (Test Your Knowledge Questions)
T		Unit 5: 57-60 (4 pages) Unit 5: 61-74 (14 pages)	Maintaining Nonunion Status (Test Your Knowledge Questions) Grievance Systems (Test Your Knowledge Questions)
W		Unit 5: 75-84 (10 pages) Unit 5: 85-94 (10 pages)	Employee Discipline Systems (Test Your Knowledge Questions) Individual Employment Rights (Test Your Knowledge Questions)
TH		Unit 5: 95-110 (16 pages)	Workforce Behavior Problems (Test Your Knowledge Questions)
F		Unit 5: 111-117 (7 pages) Unit 5: 119-121 (3 pages)	Organizational Exit (Test Your Knowledge Questions) Public Sector Labor Relations (Test Your Knowledge Questions)
S		CATCH UP & REVIEW	

**WEEK ELEVEN**

M		Unit 5: 123-136 (14 pages)	Employee Involvement Strategies (Test Your Knowledge Questions)
T		Unit 5: 137-146 (10 pages) Unit 5: 147-152 (6 pages)	Employee Attitudes and Satisfaction (Test Your Knowledge Questions) International Labor Relations (Test Your Knowledge Questions)
W		Review Unit 5 & Take Practice Exam	<b>Score:</b>
TH		Unit 6: 1-14 (14 pages)	Safety
F		Unit 6: 14-27 (14 pages)	Safety (cont) (Test Your Knowledge Questions)
S		CATCH UP & REVIEW	

**WEEK TWELVE**

M		Unit 6: 29-44 (16 pages)	Health
T		Unit 6: 44-56 (13 pages)	Health (cont) (Test Your Knowledge Questions)
W		Unit 6: 57-75 (19 pages)	Security
TH		Unit 6: 76-88 (13 pages)	Security (cont) (Test Your Knowledge Questions)
F		Review Unit 6 & Take Practice Exam	<b>Score:</b>
S		CATCH UP & REVIEW	

**REVIEW TIME**

		REVIEW	
		COMPREHENSIVE EXAM	<b>Score:</b>
		REVIEW	
		RETEST/REVIEW	
As Scheduled		<b>PASS EXAM!!!</b>	