

PHRi/SPHRi 10 WEEK STUDY SCHEDULE: 2021 HRCP Program - www.hrcp.com

| DAY | ✓ | UNIT & PAGE # | SECTION | # OF PAGES | TOPICS |
|-------------------|---|----------------------------------------------------|-----------------|------------|-------------------------------------------------------------------|
| | | Read: <i>Guide for Successful Exam Preparation</i> | | | Found on the MY HRCP page under the Online Books tab |
| | | Take: Pre-Test Practice Assessment | | | Score: |
| WEEK ONE | | | | | |
| M | | Unit 1: 1-16 | 1.1 - 1.1.7 | 16 | 1.1 Strategic Human Resource Management (Answer Self-assessments) |
| T | | Unit 1: 18-29 | 1.2 - 1.2.2 | 12 | 1.2 Organizational Strategy |
| W | | Unit 1: 29-37 | 1.2.3 - 1.2.6 | 9 | 1.2 Organizational Strategy, cont. (Answer Self-assessments) |
| TH | | Unit 1: 38-50 | 1.3.1- 1.3.4 | 13 | 1.3 HR Control and Evaluation (Answer Self-assessments) |
| F | | Unit 1: 51-62 | 1.4 - 1.4.4 | 12 | 1.4 HR Technology and Communication (Answer Self-assessments) |
| S | | CATCH UP & REVIEW | | | |
| WEEK TWO | | | | | |
| M | | Unit 1: 64-73 | 1.5.1 - 1.5.3 | 10 | 1.5 Organizational Environments (Answer Self-assessments) |
| T | | Unit 1: 75-84 | 1.6 - 1.6.7 | 10 | 1.6 Organizational Design & Development (Answer Self-assessments) |
| W | | Unit 1: 86-95 | 1.7 - 1.7.7 | 10 | 1.7 Organizational Culture (Answer Self-assessments) |
| TH | | Unit 1: 97-111 | 1.8 - 1.8.10 | 15 | 1.8 Global HR Management (Answer Self-assessments) |
| F | | Unit 1: 113-120 | 1.9.1 - 1.9.4 | 8 | 1.9 Leadership & Management Theories (Answer Self-assessments) |
| S | | CATCH UP & REVIEW | | | |
| WEEK THREE | | | | | |
| M | | Unit 1: 121-129 | 1.10.1 - 1.10.4 | 9 | 1.10 Decision Making (Answer Self-assessments) |
| T | | Unit 1: 130-144 | 1.11.1 - 1.11.4 | 15 | 1.11 Ethics (Answer Self-assessments) |
| W | | Unit 1: 146-162 | 1.12 - 1.12.4 | 17 | 1.12 HR Research and Analytics (Answer Self-assessments) |
| | | Review Unit 1 & Take Assessments | | | Scores: |
| TH | | Unit 2: 1-15 | 2.1 - 2.1.4 | 15 | 2.1 Human Resource Planning |
| F | | Unit 2: 15-25 | 2.1.5 | 11 | 2.1 Human Resource Planning, cont. (Answer Self-assessments) |
| S | | CATCH UP & REVIEW | | | |

| WEEK FOUR | | | | | |
|-----------|--|---------------------------------------------|----------------|----|-----------------------------------------------------------------------------|
| M | | Unit 2: 26-34 | 2.2.1 - 2.2.6 | 9 | 2.2 Job Analysis, Description, and Specification (Test Your Knowledge) |
| T | | Unit 2: 36-51 | 2.3 - 2.3.5 | 16 | 2.3 Recruitment (Answer Self-assessments) |
| W | | Unit 2: 52-64 | 2.4 - 2.4.4 | 13 | 2.4 Selection |
| TH | | Unit 2: 64-72 | 2.4.5 | 9 | 2.4 Selection , cont. |
| F | | Unit 2: 72-88 | 2.4.6 - 2.4.12 | 17 | 2.4 Selection, cont. (Answer Self-assessments) |
| | | Review Unit 2 & Take Assessments | | | Scores: |
| S | | CATCH UP & REVIEW | | | |
| WEEK FIVE | | | | | |
| M | | Unit 3: 1-16 | 3.1 - 3.1.4 | 16 | 3.1 Training and Development in the Organization (Answer Self-assessments) |
| T | | Unit 3: 18-28 | 3.2.1 - 3.2.1 | 11 | 3.2 Principles of Training and Development |
| W | | Unit 3: 28-39 | 3.2.2 - 3.2.3 | 12 | 3.2 Principles of Training and Development, cont. (Answer Self-assessments) |
| TH | | Unit 3: 40-56 | 3.3.1 - 3.3.5 | 17 | 3.3 Training and Development Techniques (Answer Self-assessments) |
| F | | Unit 3: 58-63 | 3.4.1 - 3.4.2 | 6 | 3.4 Presenting the Training: Delivery (Answer Self-assessments) |
| | | Unit 3: 64-74 | 3.5 - 3.5.4 | 11 | 3.5 Evaluation of Training Effectiveness (Answer Self-assessments) |
| S | | CATCH UP & REVIEW | | | |
| WEEK SIX | | | | | |
| M | | Unit 3: 75-85 | 3.6.1 - 3.6.4 | 11 | 3.6 Talent Management Programs |
| T | | Unit 3: 85-99 | 3.6.5 - 3.6.6 | 15 | 3.6 Talent Management Programs, cont. (Answer Self-assessments) |
| W | | Unit 3: 100-108 | 3.7 - 3.7.4 | 9 | 3.7 Performance Management |
| TH | | Unit 3: 108-122 | 3.7.5 - 3.7.7 | 15 | 3.7 Performance Management, cont. |
| F | | Unit 3: 122-131 | 3.7.8 - 3.7.11 | 10 | 3.7 Performance Management, cont. (Answer Self-assessments) |
| S | | CATCH UP & REVIEW | | | |

| WEEK SEVEN | | | | | |
|------------|--|---------------------------------------------|-----------------|----|--------------------------------------------------------------------------|
| M | | Unit 3: 132-148 | 3.8 - 3.8.9 | 17 | 3.8 Change Management (Answer Self-assessments) |
| T | | Unit 3: 150-162 | 3.9 - 3.9.4 | 13 | 3.9 Organizational Development Interventions (Answer Self-assessments) |
| W | | Unit 3: 163-168 | 3.10 - 3.10.3 | 6 | 3.10 Employee Retention (Answer Self-assessments) |
| | | Review Unit 3 & Take Assessments | | 8 | Scores: |
| TH | | Unit 4: 1-8 | 4.1 - 4.1.4 | 9 | 4.1 Total Rewards: Financial and Non-financial (Answer Self-assessments) |
| | | Unit 4: 10-15 | 4.2 - 4.2.4 | 6 | 4.2 The Wage-Level Decision (Answer Self-assessments) |
| F | | Unit 4: 16-26 | 4.3 - 4.3.5 | 11 | 4.3 Job Evaluation Methods (Answer Self-assessments) |
| S | | CATCH UP & REVIEW | | | |
| WEEK EIGHT | | | | | |
| M | | Unit 4: 27-38 | 4.4 - 4.4.7 | 12 | 4.4 Job Pricing and Pay Rate Administration (Answer Self-assessments) |
| | | Unit 4: 39-40 | 4.5.1 - 4.5.6 | 2 | 4.5 Economic Factors Affecting Compensation (Answer Self-assessments) |
| T | | Unit 4: 42-58 | 4.6 - 4.6.2 | 17 | 4.6 Incentive Compensation Systems |
| W | | Unit 4: 58-67 | 4.6.3 - 4.6.7 | 10 | 4.6 Incentive Compensation Systems (cont) (Answer Self-assessments) |
| TH | | Unit 4: 69-73 | 4.7 - 4.7.5 | 5 | 4.7 Executive Compensation (Answer Self-assessments) |
| | | Unit 4: 74-84 | 4.8 - 4.8.6 | 11 | 4.8 Employee Benefit Programs (Answer Self-assessments) |
| F | | Unit 4: 86-90 | 4.9 - 4.9.4 | 5 | 4.9 Managing Employee Benefit Programs (Answer Self-assessments) |
| | | Unit 4: 91-95 | 4.10.1 - 4.10.2 | 5 | 4.10 Evaluating Compensation (Answer Self-assessments) |
| | | Unit 4: 96-97 | 4.11 | 2 | 4.11 Compensation Laws and Regulations (Answer Self-assessments) |
| | | Review Unit 4 & Take Assessments | | | Scores: |
| S | | CATCH UP & REVIEW | | | |

| WEEK NINE | | | | | |
|-------------|---------------------------------------------|-----------------|----|---------------------------------------------------------------|--|
| M | Unit 5: 1-2 | 5.1 | 2 | 5.1 Employee Relations (Answer Self-assessments) | |
| | Unit 5: 4-14 | 5.2 - 5.2.5 | 11 | 5.2 Employee Engagement (Answer Self-assessments) | |
| T | Unit 5: 16-29 | 5.3 - 5.3.8 | 14 | 5.3 Employee Involvement Strategies (Answer Self-assessments) | |
| W | Unit 5: 31-36 | 5.4 - 5.4.3 | 6 | 5.4 Diveristy and Inclusion (Answer Self-assessments) | |
| | Unit 5: 37-47 | 5.5 - 5.5.4 | 11 | 5.5 Grievance Systems (Answer Self-assessments) | |
| TH | Unit 5: 49-60 | 5.6 - 5.6.5 | 12 | 5.6 Employee Discipline Systems (Answer Self-assessments) | |
| F | Unit 5: 62-71 | 5.7 - 5.7.6 | 10 | 5.7 Workforce Behavior Problems (Answer Self-assessments) | |
| S | CATCH UP & REVIEW | | | | |
| WEEK TEN | | | | | |
| M | Unit 5: 72-77 | 5.8 - 5.8.2 | 6 | 5.8 Organizational Exit (Answer Self-assessments) | |
| | Unit 5: 78-79 | 5.9 - 5.9.1 | 2 | 5.9 Risk Management(Answer Self-assessments) | |
| | Unit 5: 80-83 | 5.10 - 5.10.1 | 4 | 5.10 Safety (Answer Self-assessments) | |
| T | Unit 5: 84-93 | 5.11 - 5.11.4 | 10 | 5.11 Employee Health | |
| W | Unit 5: 93-103 | 5.11.5 - 5.11.8 | 11 | 5.11 Employee Health (cont) (Answer Self-assessments) | |
| TH | Unit 5: 104-114 | 5.12.1 - 5.12.4 | 11 | 5.12 Security | |
| F | Unit 5: 114-124 | 5.12.5 - 5.12.6 | 11 | 5.12 Security (cont) (Answer Self-assessments) | |
| | Review Unit 5 & Take Assessments | | | Scores: | |
| S | CATCH UP & REVIEW | | | | |
| REVIEW TIME | | | | | |
| | REVIEW | | | | |
| | Take: Comprehensive Assessment #1 | | | Scores: | |
| | REVIEW | | | | |
| | Take: Comprehensive Assessment #2 | | | Scores: | |
| | REVIEW | | | | |
| | Take: Official Exam as Scheduled | | | PASS EXAM!!! | |