

PHRi/SPHRi 10 WEEK STUDY SCHEDULE: 2023 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			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: 51-63	1.4 - 1.4.4	13	1.4 HR Technology and Communication (Answer Self-assessments)
S		CATCH UP & REVIEW			
WEEK TWO					
M		Unit 1: 65-74	1.5.1 - 1.5.3	10	1.5 Organizational Environments (Answer Self-assessments)
T		Unit 1: 76-85	1.6 - 1.6.7	10	1.6 Organizational Design & Development (Answer Self-assessments)
W		Unit 1: 87-96	1.7 - 1.7.7	10	1.7 Organizational Culture (Answer Self-assessments)
TH		Unit 1: 98-113	1.8 - 1.8.10	16	1.8 Global HR Management (Answer Self-assessments)
F		Unit 1: 114-122	1.9.1 - 1.9.4	9	1.9 Leadership & Management Theories (Answer Self-assessments)
S		CATCH UP & REVIEW			
WEEK THREE					
M		Unit 1: 123-131	1.10.1 - 1.10.4	9	1.10 Decision Making (Answer Self-assessments)
T		Unit 1: 132-146	1.11.1 - 1.11.4	15	1.11 Ethics (Answer Self-assessments)
W		Unit 1: 148-164	1.12 - 1.12.4	17	1.12 HR Research and Analytics (Answer Self-assessments)
		Review Unit 1 & Take Practice Exams			Scores:
TH		Unit 2: 1-16	2.1 - 2.1.4	16	2.1 Human Resource Planning
F		Unit 2: 16-25	2.1.5	10	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 Practice Exams			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: 40-57	3.3.1 - 3.3.5	18	3.3 Training and Development Techniques (Answer Self-assessments)
F		Unit 3: 59-64	3.4.1 - 3.4.2	6	3.4 Presenting the Training: Delivery (Answer Self-assessments)
		Unit 3: 65-75	3.5 - 3.5.4	11	3.5 Evaluation of Training Effectiveness (Answer Self-assessments)
S		CATCH UP & REVIEW			
WEEK SIX					
M		Unit 3: 76-86	3.6.1 - 3.6.4	11	3.6 Talent Management Programs
T		Unit 3: 86-100	3.6.5 - 3.6.6	15	3.6 Talent Management Programs, cont. (Answer Self-assessments)
W		Unit 3: 101-110	3.7 - 3.7.4	10	3.7 Performance Management
TH		Unit 3: 110-124	3.7.5 - 3.7.7	15	3.7 Performance Management, cont.
F		Unit 3: 124-133	3.7.8 - 3.7.11	10	3.7 Performance Management, cont. (Answer Self-assessments)
S		CATCH UP & REVIEW			

WEEK SEVEN					
M		Unit 3: 134-150	3.8 - 3.8.9	17	3.8 Change Management (Answer Self-assessments)
T		Unit 3: 152-164	3.9 - 3.9.4	13	3.9 Organizational Development Interventions (Answer Self-assessments)
W		Unit 3: 165-170	3.10 - 3.10.3	6	3.10 Employee Retention (Answer Self-assessments)
		Review Unit 3 & Take Practice Exams		8	Scores:
TH		Unit 4: 1-8	4.1 - 4.1.4	8	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: 58-68	4.6.3 - 4.6.7	11	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 Practice Exams			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, Equity, 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 Practice Exams			Scores:
S		CATCH UP & REVIEW			
REVIEW TIME					
		REVIEW			
		Take: Timed Comprehensive Exam #1			Scores:
		REVIEW			
		Take: Timed Comprehensive Exam #2			Scores:
		REVIEW			
		Take: Official Exam as Scheduled			PASS EXAM!!!