

12 WEEK STUDY SCHEDULE: 2018 sp HRCP Program - www.hrcp.com

| DAY | ✓ | UNIT & PAGE # | # OF PAGES | TOPICS |
|-------------------|---|--|------------|--|
| WEEK ONE | | | | |
| M | | Unit 1: 1-16 (1.1 – 1.1.8) | 16 | 1.1 Strategic Human Resource Management (Test Your Knowledge Questions) |
| T | | Unit 1: 17-35 (1.2 – 1.2.5) | 19 | 1.2 Organizational Strategy (Test Your Knowledge Questions) |
| W | | Unit 1: 37-55 (1.3.1 – 1.3.6) | 19 | 1.3 HR Control and Evaluation (Test Your Knowledge Questions) |
| TH | | Unit 1: 57-74 (1.4.1 – 1.4.4) | 18 | 1.4 Organizational Environments (Test Your Knowledge Questions) |
| F | | Unit 1: 75-84 (1.5 – 1.5.7) | 10 | 1.5 Organizational Design & Development (Test Your Knowledge Questions) |
| S | | CATCH UP & REVIEW | | |
| WEEK TWO | | | | |
| M | | Unit 1: 85-94 (1.6 – 1.6.7) | 10 | 1.6 Organizational Culture (Test Your Knowledge Questions) |
| T | | Unit 1: 95-111 (1.7 – 1.7.11) Unit 1: 113-120 (1.8.1 – 1.8.4) | 17 8 | 1.7 Global HR Management (Test Your Knowledge Questions) 1.8 Leadership & Management Theories (Test Your Knowledge Questions) |
| W | | Unit 1: 121-134 (1.9.1 – 1.9.3) | 14 | 1.9 Ethics (Test Your Knowledge Questions) |
| TH | | Unit 1: 135-152 (1.10 – 1.10.4) | 18 | 1.10 HR Research and Analytics (Test Your Knowledge Questions) |
| F | | Review Unit 1 & Take Practice Exam | | Score: |
| S | | CATCH UP & REVIEW | | |
| WEEK THREE | | | | |
| M | | Unit 2: 1-20 (2.1 – 2.1.3) | 20 | 2.1 Employment Discrimination |
| T | | Unit 2: 20-41 (2.1.4 – 2.1.8) | 22 | 2.1 Employment Discrimination (cont) |
| W | | Unit 2: 41-47 (2.1.9 – 2.1.10) Unit 2: 49-67 (2.2 – 2.2.4) | 7 19 | 2.1 Employment Discrimination (cont) (Test Your Knowledge Questions) 2.2 Human Resource Planning |
| TH | | Unit 2: 67-77 (2.2.5) Unit 2: 79-88 (2.3.1 – 2.3.7) | 11 10 | 2.2 Human Resource Planning (cont) (Test Your Knowledge Questions) 2.3 Job Analysis, Description, and Specification (Test Your Knowledge) |
| F | | Unit 2: 89-105 (2.4 – 2.4.5) | 17 | 2.4 Recruitment (Test Your Knowledge Questions) |
| S | | CATCH UP & REVIEW | | |

| WEEK FOUR | | | | |
|-----------|--|--|---------|---|
| M | | Unit 2: 107-130 (2.5 – 2.5.6) | 24 | 2.5 Selection |
| T | | Unit 2: 130-144 (2.5.7 – 2.5.8) | 15 | 2.5 Selection (cont) |
| W | | Unit 2: 144-153 (2.5.9 – 2.5.13) | 10 | 2.5 Selection (cont) (Test Your Knowledge Questions) |
| TH | | Review Unit 2 & Take Practice Exam | | Score: |
| F | | Unit 3: 1-16 (3.1 – 3.1.4) | 16 | 3.1 Training and Development in the Organization (Test Your Knowledge Questions) |
| S | | CATCH UP & REVIEW | | |
| WEEK FIVE | | | | |
| M | | Unit 3: 17-38 (3.2.1 – 3.2.3) | 22 | 3.2 Principles of Training and Development (Test Your Knowledge Questions) |
| T | | Unit 3: 39-57 (3.3.1 – 3.3.5) | 19 | 3.3 Training and Development Techniques (Test Your Knowledge Questions) |
| W | | Unit 3: 59-63 (3.4.1 – 3.4.2) Unit 3: 65-75 (3.5 – 3.5.4) | 5 11 | 3.4 Presenting the Training: Delivery (Test Your Knowledge Questions) 3.5 Evaluation of Training Effectiveness (Test Your Knowledge Questions) |
| TH | | Unit 3: 77-100 (3.6.1 – 3.6.8) | 24 | 3.6 Talent Management Programs (Test Your Knowledge Questions) |
| F | | Unit 3: 101-124 (3.7 – 3.7.7) | 24 | 3.7 Performance Management |
| S | | CATCH UP & REVIEW | | |
| WEEK SIX | | | | |
| M | | Unit 3: 124-133 (3.7.8 – 3.7.11) | 10 | 3.7 Performance Management (cont) (Test Your Knowledge Questions) |
| T | | Unit 3: 135-152 (3.8 – 3.8.9) | 18 | 3.8 Change Management (Test Your Knowledge Questions) |
| W | | Unit 3: 153-164 (3.9 – 3.9.4) | 12 | 3.9 Organizational Development Interventions (Test Your Knowledge Questions) |
| TH | | Review Unit 3 & Take Practice Exam | | Score: |
| F | | Unit 4: 1-12 (4.1 – 4.1.5) | 12 | 4.1 Total Rewards: Financial and Non-financial (Test Your Knowledge Questions) |
| S | | CATCH UP & REVIEW | | |

| WEEK SEVEN | | | | |
|------------|--|--|----------|--|
| M | | Unit 4: 13-17 (4.2 – 4.2.4) Unit 4: 19-29 (4.3 – 4.3.5) | 5 11 | 4.2 The Wage-Level Decision (Test Your Knowledge Questions) 4.3 Job Evaluation Methods (Test Your Knowledge Questions) |
| T | | Unit 4: 31-39 (4.4 – 4.4.7) Unit 4: 41-45 (4.5.1 – 4.5.6) | 9 5 | 4.4 Job Pricing and Pay Rate Administration (Test Your Knowledge Questions) 4.5 Economic Factors Affecting Compensation (Test Your Knowledge Questions) |
| W | | Unit 4: 47-62 (4.6 – 4.6.2) | 16 | 4.6 Incentive Compensation Systems |
| TH | | Unit 4: 62-73 (4.6.3 – 4.6.8) | 12 | 4.6 Incentive Compensation Systems (cont) (Test Your Knowledge Questions) |
| F | | Unit 4: 75-85 (4.7 – 4.7.6) Unit 4: 87-92 (4.8 – 4.8.2) | 10 6 | 4.7 Executive Compensation (Test Your Knowledge Questions) 4.8 Employee Benefit Programs |
| S | | CATCH UP & REVIEW | | |
| WEEK EIGHT | | | | |
| M | | Unit 4: 92-112 (4.8.3 – 4.8.9) | 21 | 4.8 Employee Benefit Programs (cont) (Test Your Knowledge Questions) |
| T | | Unit 4: 113-122 (4.9 – 4.9.2) Unit 4: 123-132 (4.10 – 4.10.6) | 10 10 | 4.9 Health Care Benefits (Test Your Knowledge Questions) 4.10 Managing Employee Benefit Programs (Test Your Knowledge Questions) |
| W | | Unit 4: 133-149 (4.11 – 4.11.4) | 17 | 4.11 Compensation Laws and Regulations |
| TH | | Unit 4: 149-164 (4.11.5 – 4.11.9) | 16 | 4.11 Compensation Laws and Regulations (cont) |
| F | | Unit 4: 164-179 (4.11.10 – 4.11.16) | 16 | 4.11 Compensation Laws and Regulations (cont) (Test Your Knowledge Questions) |
| S | | CATCH UP & REVIEW | | |

WEEK NINE

| | | | | |
|----|--|--|---------|---|
| M | | Unit 4: 181-185 (4.12.1 – 4.12.2) Unit 4: 187-192 (4.13.1 – 4.13.2) | 5 6 | 4.12 Evaluating Strategy & Program Effectiveness (Test Your Knowledge Questions) 4.13 International HR Compensation Issues (Test Your Knowledge Questions) |
| T | | Review Unit 4 & Take Practice Exam | | Score: |
| W | | Unit 5: 1-13 (5.1 – 5.1.5) | 13 | 5.1 Early Labor Movement (Test Your Knowledge Questions) |
| TH | | Unit 5: 15-27 (5.2 – 5.2.6) | 13 | 5.2 Union Representation of Employees (Test Your Knowledge Questions) |
| F | | Unit 5: 29-36 (5.3.1 – 5.3.4) Unit 5: 37-47 (5.4.1 – 5.4.6) | 8 11 | 5.3 Employer Unfair Labor Practices (Test Your Knowledge Questions) 5.4 Union Unfair Labor Practices, and Strikes (Test Your Knowledge Questions) |
| S | | CATCH UP & REVIEW | | |

WEEK TEN

| | | | | |
|----|--|--|----------|---|
| M | | Unit 5: 49-60 (5.5 – 5.5.9) | 12 | 5.5 Collective Bargaining (Test Your Knowledge Questions) |
| T | | Unit 5: 61-64 (5.6 – 5.6.3) Unit 5: 65-78 (5.7 – 5.7.5) | 4 14 | 5.6 Maintaining Nonunion Status (Test Your Knowledge Questions) 5.7 Grievance Systems (Test Your Knowledge Questions) |
| W | | Unit 5: 79-91 (5.8 – 5.8.5) Unit 5: 93-102 (5.9 – 5.9.5) | 13 10 | 5.8 Employee Discipline Systems (Test Your Knowledge Questions) 5.9 Individual Employment Rights (Test Your Knowledge Questions) |
| TH | | Unit 5: 103-120 (5.10 – 5.10.7) | 18 | 5.10 Workforce Behavior Problems (Test Your Knowledge Questions) |
| F | | Unit 5: 121-129 (5.11 – 5.11.5) Unit 5: 131-133 (5.12 – 5.12.4) | 9 3 | 5.11 Organizational Exit (Test Your Knowledge Questions) 5.12 Public Sector Labor Relations (Test Your Knowledge Questions) |
| S | | CATCH UP & REVIEW | | |

| WEEK ELEVEN | | | | |
|--------------|--|--|---------|---|
| M | | Unit 5: 135-149 (5.13 – 13.8) | 15 | 5.13 Employee Involvement Strategies (Test Your Knowledge Questions) |
| T | | Unit 5: 151-161 (5.14 – 14.5) Unit 5: 163-167 (5.15.1 – 5.15.3) | 11 5 | 5.14 Employee Attitudes and Satisfaction (Test Your Knowledge Questions) 5.15 Global Labor Relations (Test Your Knowledge Questions) |
| W | | Review Unit 5 & Take Practice Exam | | Score: |
| TH | | Unit 6: 1-16 (6.1 – 6.1.4) | 16 | 6.1 Safety |
| F | | Unit 6: 16-29 (6.1.5 – 6.1.9) | 14 | 6.1 Safety (cont) (Test Your Knowledge Questions) |
| S | | CATCH UP & REVIEW | | |
| WEEK TWELVE | | | | |
| M | | Unit 6: 31-48 (6.2 – 6.2.5) | 18 | 6.2 Health |
| T | | Unit 6: 48-61 (6.2.6 – 6.2.9) | 14 | 6.2 Health (cont) (Test Your Knowledge Questions) |
| W | | Unit 6: 63-82 (6.3 – 6.3.4) | 20 | 6.3 Security |
| TH | | Unit 6: 82-96 (6.3.5 – 6.3.7) | 15 | 6.3 Security (cont) (Test Your Knowledge Questions) |
| F | | Review Unit 6 & Take Practice Exam | | Score: |
| S | | CATCH UP & REVIEW | | |
| REVIEW TIME | | | | |
| | | REVIEW | | |
| | | COMPREHENSIVE EXAM | | Score: |
| | | REVIEW | | |
| | | RETEST/REVIEW | | |
| As Scheduled | | PASS EXAM!!! | | |