

4 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) Unit 1: 17-35 (1.2 – 1.2.5) Unit 1: 37-55 (1.3.1 – 1.3.6)	16 19 19	1.1 Strategic Human Resource Management (Test Your Knowledge Questions) 1.2 Organizational Strategy (Test Your Knowledge Questions) 1.3 HR Control and Evaluation (Test Your Knowledge Questions)
T		Unit 1: 57-74 (1.4.1 – 1.4.4) Unit 1: 75-84 (1.5 – 1.5.7) Unit 1: 85-94 (1.6 – 1.6.7)	18 10 10	1.4 Organizational Environments (Test Your Knowledge Questions) 1.5 Organizational Design & Development (Test Your Knowledge Questions) 1.6 Organizational Culture (Test Your Knowledge Questions)
W		Unit 1: 95-111 (1.7 – 1.7.11) Unit 1: 113-120 (1.8.1 – 1.8.4) Unit 1: 121-134 (1.9.1 – 1.9.3) Unit 1: 135-152 (1.10 – 1.10.3) Review Unit 1 & Take Practice Exam	17 8 14 18	1.7 Global HR Management (Test Your Knowledge Questions) 1.8 Leadership & Management Theories (Test Your Knowledge Questions) 1.9 Ethics (Test Your Knowledge Questions) 1.10 HR Research and Analytics (Test Your Knowledge Questions) Score:
TH		Unit 2: 1-47 (2.1 – 2.1.10)	47	2.1 Employment Discrimination (Test Your Knowledge Questions)
F		Unit 2: 49-77 (2.2 – 2.2.5) Unit 2: 79-88 (2.3.1 – 2.3.7) Unit 2: 89-105 (2.4 – 2.4.5)	29 10 17	2.2 Human Resource Planning (Test Your Knowledge Questions) 2.3 Job Analysis, Description, and Specification (Test Your Knowledge) 2.4 Recruitment (Test Your Knowledge Questions)
S		CATCH UP & REVIEW		

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WEEK TWO

M		Unit 2: 107-153 (2.5 – 2.5.13) Review Unit 2 & Take Practice Exam	47	2.5 Selection (Test Your Knowledge Questions) Score:
T		Unit 3: 1-16 (3.1 – 3.1.4) Unit 3: 17-38 (3.2.1 – 3.2.3) Unit 3: 39-57 (3.3.1 – 3.3.5)	16 22 19	3.1 Training and Development in the Organization (Test Your Knowledge Questions) 3.2 Principles of Training and Development (Test Your Knowledge Questions) 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) Unit 3: 77-100 (3.6.1 – 3.6.8) Unit 3: 101-111 (3.7 – 3.7.5)	5 11 24 11	3.4 Presenting the Training: Delivery (Test Your Knowledge Questions) 3.5 Evaluation of Training Effectiveness (Test Your Knowledge Questions) 3.6 Talent Management Programs (Test Your Knowledge Questions) 3.7 Performance Management
TH		Unit 3: 111-133 (3.7.6 – 3.7.11) Unit 3: 135-152 (3.8 – 3.8.9) Unit 3: 153-164 (3.9 – 3.9.4) Review Unit 3 & Take Practice Exam	23 18 12	3.7 Performance Management (cont) (Test Your Knowledge Questions) 3.8 Change Management (Test Your Knowledge Questions) 3.9 Organizational Development Interventions (Test Your Knowledge Questions) Score:
F		Unit 4: 1-12 (4.1 – 4.1.5) Unit 4: 13-17 (4.2 – 4.2.4) Unit 4: 19-29 (4.3 – 4.3.5) Unit 4: 31-39 (4.4 – 4.4.7) Unit 4: 41-45 (4.5.1 – 4.5.6) Unit 4: 47-62 (4.6 – 4.6.2)	12 5 11 9 5 16	4.1 Total Rewards: Financial and Non-financial (Test Your Knowledge Questions) 4.2 The Wage-Level Decision (Test Your Knowledge Questions) 4.3 Job Evaluation Methods (Test Your Knowledge Questions) 4.4 Job Pricing and Pay Rate Administration (Test Your Knowledge Questions) 4.5 Economic Factors Affecting Compensation (Test Your Knowledge Questions) 4.6 Incentive Compensation Systems
S		CATCH UP & REVIEW		

WEEK THREE

M	Unit 4: 62-73 (4.6.3 – 4.6.8) Unit 4: 75-85 (4.7 – 4.7.6) Unit 4: 87-112 (4.8 – 4.8.9)	12 11 26	4.6 Incentive Compensation Systems (cont) (Test Your Knowledge Questions) 4.7 Executive Compensation (Test Your Knowledge Questions) 4.8 Employee Benefit Programs (Test Your Knowledge Questions)
T	Unit 4: 113-122 (4.9 – 4.9.2) Unit 4: 123-132 (4.10 – 4.10.6) Unit 4: 133-149 (4.11 – 4.11.4)	10 10 17	4.9 Health Care Benefits (Test Your Knowledge Questions) 4.10 Managing Employee Benefit Programs (Test Your Knowledge Questions) 4.11 Compensation Laws and Regulations
W	Unit 4: 149-179 (4.11.5 – 4.11.9) Unit 4: 181-185 (4.12.1 – 4.12.2) Unit 4: 187-192 (4.13.1 – 4.13.2) Review Unit 4 & Take Practice Exam	31 5 6	4.11 Compensation Laws and Regulations (cont) (Test Your Knowledge Questions) 4.12 Evaluating Strategy & Program Effectiveness (Test Your Knowledge Questions) 4.13 International HR Compensation Issues (Test Your Knowledge Questions) Score:
TH	Unit 5: 1-13 (5.1 – 5.1.5) Unit 5: 15-27 (5.2 – 5.2.6) Unit 5: 29-36 (5.3.1 – 5.3.4) Unit 5: 37-47 (5.4.1 – 5.4.6)	13 13 8 11	5.1 Early Labor Movement (Test Your Knowledge Questions) 5.2 Union Representation of Employees (Test Your Knowledge Questions) 5.3 Employer Unfair Labor Practices (Test Your Knowledge Questions) 5.4 Union Unfair Labor Practices, and Strikes (Test Your Knowledge Questions)
F	Unit 5: 49-60 (5.5 – 5.5.9) Unit 5: 61-64 (5.6 – 5.6.3) Unit 5: 65-78 (5.7 – 5.7.5) Unit 5: 79-91 (5.8 – 5.8.5) Unit 5: 93-102 (5.9 – 5.9.5)	12 4 14 13 10	5.5 Collective Bargaining (Test Your Knowledge Questions) 5.6 Maintaining Nonunion Status (Test Your Knowledge Questions) 5.7 Grievance Systems (Test Your Knowledge Questions) 5.8 Employee Discipline Systems (Test Your Knowledge Questions) 5.9 Individual Employment Rights (Test Your Knowledge Questions)
S	CATCH UP & REVIEW		

WEEK FOUR

M	Unit 5: 103-120 (5.10 – 5.10.7) Unit 5: 121-129 (5.11 – 5.11.5) Unit 5: 131-133 (5.12 – 5.12.4) Unit 5: 135-149 (5.13 – 13.8) Unit 5: 151-161 (5.14 – 14.5) Unit 5: 163-167 (5.15.1 – 5.15.3) Review Unit 5 & Take Practice Exam	18 9 3 15 11 5	5.10 Workforce Behavior Problems (Test Your Knowledge Questions) 5.11 Organizational Exit (Test Your Knowledge Questions) 5.12 Public Sector Labor Relations (Test Your Knowledge Questions) 5.13 Employee Involvement Strategies (Test Your Knowledge Questions) 5.14 Employee Attitudes and Satisfaction (Test Your Knowledge Questions) 5.15 Global Labor Relations (Test Your Knowledge Questions) Score:
T	Unit 6: 1-29 (6.1 – 6.1.9) Unit 6: 31-48 (6.2 – 6.2.5)	29 18	6.1 Safety (Test Your Knowledge Questions) 6.2 Health
W	Unit 6: 48-61 (6.2.6 – 6.2.5) Unit 6: 63-96 (6.3 – 6.3.4) Review Unit 6 & Take Practice Exam	14 34	6.2 Health (cont) (Test Your Knowledge Questions) 6.3 Security (Test Your Knowledge Questions) Score:
REVIEW TIME			
	REVIEW		
	COMPREHENSIVE EXAM		Score:
	REVIEW		
	RETEST/REVIEW		
As Scheduled	PASS EXAM!!!		