

4 WEEK STUDY SCHEDULE: 2018 FALL HRCP Program - www.hrcp.com

DAY	✓	UNIT & PAGE #	SECTION	# OF PAGES	TOPICS
WEEK ONE					
M		Unit 1: 1-16 Unit 1: 19-37 Unit 1: 39-53	1.1 - 1.1.8 1.2 - 1.2.6 1.3.1 - 1.3.5	16 19 15	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: 55-65 Unit 1: 67-85 Unit 1: 87-96 Unit 1: 97-106	1.4 - 1.4.4 1.5.1 - 1.5.4 1.6 - 1.6.7 1.7 - 1.7.7	11 19 10 10	1.4 HR Technology (Test Your Knowledge Questions) 1.5 Organizational Environments (Test Your Knowledge Questions) 1.6 Organizational Design & Development (Test Your Knowledge Questions) 1.7 Organizational Culture (Test Your Knowledge Questions)
W		Unit 1: 107-123 Unit 1: 125-132 Unit 1: 133-146	1.8 - 1.8.11 1.9.1 - 1.9.4 1.10.1 - 1.10.3	17 8 14	1.8 Global HR Management (Test Your Knowledge Questions) 1.9 Leadership & Management Theories (Test Your Knowledge Questions) 1.10 Ethics (Test Your Knowledge Questions)
TH		Unit 1: 147-163 Review Unit 1 & Take Practice Exams Unit 2: 1-20	1.11 - 1.11.4 2.1 - 2.1.3	17 20	1.11 HR Research and Analytics (Test Your Knowledge Questions) Score: 2.1 Employment Discrimination
F		Unit 2: 20-46 Unit 2: 49-73	2.1.4 - 2.1.10 2.2 - 2.2.5	22 25	2.1 Employment Discrimination (cont) (Test Your Knowledge Questions) 2.2 Human Resource Planning (cont) (Test Your Knowledge Questions)
S		CATCH UP & REVIEW			
WEEK TWO					
M		Unit 2: 75-84 Unit 2: 85-100 Unit 2: 103-126	2.3.1 - 2.3.7 2.4 - 2.4.5 2.5 - 2.5.6	10 16 24	2.3 Job Analysis, Description, and Specification (Test Your Knowledge) 2.4 Recruitment (Test Your Knowledge Questions) 2.5 Selection
T		Unit 2: 126-149 Review Unit 2 & Take Practice Exams Unit 3: 1-16	2.5.7 - 2.5.13 3.1 - 3.1.4	24 16	2.5 Selection (cont) (Test Your Knowledge Questions) Score: 3.1 Training and Development in the Organization (Test Your Knowledge Questions)
W		Unit 3: 17-38 Unit 3: 39-56 Unit 3: 57-62	3.2.1 - 3.2.3 3.3.1 - 3.3.5 3.4.1 - 3.4.2	22 18 6	3.2 Principles of Training and Development (Test Your Knowledge Questions) 3.3 Training and Development Techniques (Test Your Knowledge Questions) 3.4 Presenting the Training: Delivery (Test Your Knowledge Questions)
TH		Unit 3: 65-73 Unit 3: 75-101 Unit 3: 103-111	3.5 - 3.5.4 3.6.1 - 3.6.8 3.7 - 3.7.4	11 27 9	3.5 Evaluation of Training Effectiveness (Test Your Knowledge Questions) 3.6 Talent Management Programs (cont) (Test Your Knowledge Questions) 3.7 Performance Management
F		Unit 3: 111-135 Unit 3: 137-153	3.7.5 - 3.7.11 3.8 - 3.8.9	25 17	3.7 Performance Management (cont) (Test Your Knowledge Questions) 3.8 Change Management (Test Your Knowledge Questions)
S		CATCH UP & REVIEW			

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M	Unit 3: 155-166	3.9 - 3.9.4	12	3.9 Organizational Development Interventions (Test Your Knowledge Questions)		
	Unit 3: 167-173	3.10 - 3.10.3	7	3.10 Employee Retention		
	Review Unit 3 & Take Practice Exams				Score:	
	Unit 4: 1-13	4.1 - 4.1.5	13	4.1 Total Rewards: Financial and Non-financial (Test Your Knowledge Questions)		
	Unit 4: 15-21	4.2 - 4.2.4	7	4.2 The Wage-Level Decision (Test Your Knowledge Questions)		
	Unit 4: 23-33	4.3 - 4.3.5	10	4.3 Job Evaluation Methods (Test Your Knowledge Questions)		
T	Unit 4: 35-44	4.4 - 4.4.7	10	4.4 Job Pricing and Pay Rate Administration (Test Your Knowledge Questions)		
	Unit 4: 45-49	4.5.1 - 4.5.6	5	4.5 Economic Factors Affecting Compensation (Test Your Knowledge Questions)		
	Unit 4: 51-77	4.6 - 4.6.8	28	4.6 Incentive Compensation Systems (cont) (Test Your Knowledge Questions)		
W	Unit 4: 79-89	4.7 - 4.7.6	11	4.7 Executive Compensation (Test Your Knowledge Questions)		
	Unit 4: 91-115	4.8 - 4.8.8	25	4.8 Compensation Laws and Regulations (Test Your Knowledge Questions)		
TH	Unit 4: 117-144	4.9 - 4.9.9	28	4.9 Employee Benefit Programs (cont)(Test Your Knowledge Questions)		
	Unit 4: 145-154	4.10 - 4.10.2	10	4.10 Health Care Benefits (Test Your Knowledge Questions)		
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F	Unit 4: 165-188	4.12 - 4.12.9	24	4.12 Benefits Laws and Regulations (Test Your Knowledge Questions)		
	Unit 4: 189-193	4.13 - 4.13.2	5	4.13 Evaluating Strategy & Program Effectiveness (Test Your Knowledge Questions)		
	Unit 4: 195-199	4.14 - 4.14.2	5	4.14 International HR Compensation Issues (Test Your Knowledge Questions)		
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	Unit 5: 3-13	5.2 - 5.2.5	11	5.2 Employee Engagement (Test Your Knowledge Questions)		
S	CATCH UP & REVIEW					
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	Unit 5: 31-36	5.4 - 5.4.3	6	5.4 Diveristy and Inclusion (Test Your Knowledge Questions)		
	Unit 5: 37-46	5.5.1 - 5.5.5	10	5.5 Labor Relations (Test Your Knowledge Questions)		
	Unit 5: 47-59	5.6 - 5.6.6	13	5.6 Union Representation of Employees (Test Your Knowledge Questions)		
T	Unit 5: 61-68	5.7.1 - 5.7.4	8	5.7 Employer Unfair Labor Practices (Test Your Knowledge Questions)		
	Unit 5: 69-79	5.8-5.8.6	11	5.8 Union Unfair Labor Practices and Strikes (Test Your Knowledge Questions)		
	Unit 5: 81-92	5.9 - 5.9.9	12	5.9 Collective Bargaining (Test Your Knowledge Questions)		
	Unit 5: 93-96	5.10 - 5.10.3	4	5.10 Maintaining Nonunion Status (Test Your Knowledge Questions)		
	Unit 5: 97-99	5.11-5.11.4	3	5.11 Public Sector Labor Relations (Test Your Knowledge Questions)		
	Unit 5: 101-105	5.12 - 5.12.3	5	5.12 Global Labor Relations (Test Your Knowledge Questions)		

W	Unit 5: 107-120	5.13 - 5.13.5	14	5.13 Grievance Systems (Test Your Knowledge Questions)
	Unit 5: 121-133	5.14 - 5.14.5	13	5.14 Employee Discipline Systems (Test Your Knowledge Questions)
	Unit 5: 135-144	5.15 - 5.15.5	10	5.15 Individual Employment Rights (Test Your Knowledge Questions)
	Unit 5: 145-160	5.16 - 5.16.7	16	5.16 Workforce Behavior Problems (Test Your Knowledge Questions)
TH	Unit 5: 161-168	5.17 - 5.17.5	8	5.17 Organizational Exit (Test Your Knowledge Questions)
	Unit 5: 169-170	5.18	2	5.18 Risk Management (Test Your Knowledge Questions)
	Unit 5: 171-197	5.19 - 5.19.8	28	5.19 Safety (Test Your Knowledge Questions)
	Unit 5: 199-216	5.20 - 5.20.5	18	5.20 Health
F	Unit 5: 216-229	5.20.6 - 5.20.9	14	5.20 Health (cont) (Test Your Knowledge Questions)
	Unit 5: 231-264	5.21.1 - 5.21.7	20	5.21 Security (Test Your Knowledge Questions)
	Review Unit 5 & Take Practice Exams			Score:
S	CATCH UP & REVIEW			
REVIEW TIME				
	REVIEW			
	COMPREHENSIVE EXAM			Score:
	REVIEW			
	RETEST/REVIEW			
	As Scheduled			PASS EXAM!!!