

aPHR 4 WEEK STUDY SCHEDULE: 2019 Edition - www.hrcp.com

DAY	✓	UNIT & PAGE #	SECTION	# OF PAGES	TOPICS
WEEK ONE					
M		Unit 1: 1-12	1.1 - 1.1.5	12	1.1 Human Resource Management (Test Your Knowledge Questions)
		Unit 1: 13-19	1.2 - 1.2.3	7	1.2 Organizational Strategy (Test Your Knowledge Questions)
T		Unit 1: 21-27	1.3 - 1.3.3	7	1.3 Effective HR Management (Test Your Knowledge Questions)
		Unit 1: 29-35	1.4 - 1.4.4	7	1.4 HR Technology (Test Your Knowledge Questions)
		Unit 1: 37-42	1.5 - 1.5.6	6	1.5 Organizational Design & Development (Test Your Knowledge Questions)
W		Unit 1: 43-50	1.6 - 1.6.6	8	1.6 Organizational Culture (Test Your Knowledge Questions)
		Unit 1: 51-52	1.7.1	2	1.7 Ethics (Test Your Knowledge Questions)
		Unit 1: 53-62	1.8 - 1.8.3	10	1.8 HR Research and Analytics (Test Your Knowledge Questions)
		Review Unit 1 & Take Practice Exams			Scores:
TH		Unit 2: 69-91	2.1 - 2.1.9	23	2.1 Employment Discrimination (Test Your Knowledge Questions)
F		Unit 2: 93-101	2.2 - 2.2.2	16	2.2 Human Resource Planning (Test Your Knowledge Questions)
		Unit 2: 103-111	2.3 - 2.3.6	9	2.3 Job Analysis, Description, and Specification (Test Your Knowledge)
S		CATCH UP & REVIEW			
WEEK TWO					
M		Unit 2: 113-126	2.4 - 2.4.4	14	2.4 Recruitment (Test Your Knowledge Questions)
		Unit 2: 127-138	2.5 - 2.5.5	12	2.5 Selection
T		Unit 2: 138-147	2.5.7 - 2.5.9	10	2.5 Selection cont. (Test Your Knowledge Questions)
		Review Unit 2 & Take Practice Exams			Scores:
		Unit 3: 159-163	3.1 - 3.1.3	5	3.1 Total Rewards: Financial and Non-financial (Test Your Knowledge Questions)
		Unit 3: 165-167	3.2	3	3.2 The Wage-Level Decision (Test Your Knowledge Questions)
W		Unit 3: 169-175	3.3 - 3.3.4	7	3.3 Job Evaluation Methods (Test Your Knowledge Questions)
		Unit 3: 177-187	3.4-3.4.5	11	3.4 Incentive Compensation Systems (Test Your Knowledge Questions)
TH		Unit 3: 189-200	3.5-3.5.3	12	3.5 Compensation Laws and Regulations (Test Your Knowledge Questions)
		Unit 3: 201-207	3.6-3.6.5	7	3.6 Employee Benefit Programs (Test Your Knowledge Questions)
F		Unit 3: 209-214	3.7-3.7.2	6	3.7 Health Care Benefits (Test Your Knowledge Questions)
		Unit 3: 215-218	3.8-3.8.3	4	3.8 Managing Employee Benefit Programs (Test Your Knowledge Questions)
		Unit 3: 219-232	3.9-3.9.7	14	3.9 Benefits Laws and Regulations (Test Your Knowledge Questions)
S		Review Unit 3 & Take Practice Exams			Scores:
S		CATCH UP & REVIEW			

WEEK THREE					
M		Unit 4: 241-254	4.1-4.1.5	14	4.1 Training and Development (Test Your Knowledge Questions)
T		Unit 4: 255-258	4.2-4.2.2	4	4.2 Principles of Training and Development (Test Your Knowledge Questions)
		Unit 4: 259-262	4.3-4.3.2	4	4.3 Evaluation of Training Effectiveness (Test Your Knowledge Questions)
		Unit 4: 263-271	4.4-4.4.2	9	4.4 Talent Management Programs (Test Your Knowledge Questions)
W		Unit 4: 273-288	4.5-4.5.4	16	4.5 Performance Management
		Unit 4: 289-295	4.6-4.6.3	7	4.6 Employee Retention
		Review Unit 4 & Take Practice Exams			Scores:
TH		Unit 5: 303-304	5.1	2	5.1 Employee Relations (Test Your Knowledge Questions)
		Unit 5: 305-309	5.2 - 5.2.5	6	5.2 Employee Engagement (Test Your Knowledge Questions)
		Unit 5: 311-315	5.3-5.3.6	5	5.3 Alternative Work Schedules (Test Your Knowledge Questions)
		Unit 5: 317-319	5.4-5.4.3	3	5.4 Labor Relations (Test Your Knowledge Questions)
		Unit 5: 321-328	5.5-5.5.3	4	5.5 Grievance and Complaint Systems (Test Your Knowledge Questions)
		Unit 5: 329-332	5.6-5.6.3	4	5.6 Employee Discipline Systems (Test Your Knowledge Questions)
F		Unit 5: 333-335	5.7-5.7.2	3	5.7 Individual Employment Rights (Test Your Knowledge Questions)
		Unit 5: 337-346	5.8-5.8.6	10	5.8 Workforce Behavior Problems (Test Your Knowledge Questions)
		Unit 5: 347-353	5.9-5.9.4	7	5.9 Organizational Exit (Test Your Knowledge Questions)
		Review Unit 5 & Take Practice Exams			Scores:
S		CATCH UP & REVIEW			
WEEK FOUR					
M		Unit 6: 361-377	6.1-6.1.7	16	6.1 Safety (Test Your Knowledge Questions)
		Unit 6: 379-388	6.2-6.2.3	10	6.2 Health (Test Your Knowledge Questions)
T		Unit 6: 389-409	6.3-6.3.7	21	6.3 Security (Test Your Knowledge Questions)
		Review Unit 6 & Take Practice Exams			Scores:
REVIEW TIME					
		REVIEW			
		COMPREHENSIVE EXAMS			Scores:
		REVIEW			
		RETEST/REVIEW			
		As Scheduled			PASS EXAM!!!