

aPHR 4 WEEK STUDY SCHEDULE: 2020 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 (Answer Self-assessments)
		Unit 1: 13-19	1.2.1 - 1.2.3	7	1.2 Organizational Strategy (Answer Self-assessments)
T		Unit 1: 20-26	1.3.1 - 1.3.3	7	1.3 Effective HR Management (Answer Self-assessments)
		Unit 1: 27-33	1.4 - 1.4.4	7	1.4 HR Technology (Answer Self-assessments)
		Unit 1: 34-40	1.5 - 1.5.6	7	1.5 Organizational Design & Development (Answer Self-assessments)
W		Unit 1: 41-48	1.6 - 1.6.6	8	1.6 Organizational Culture (Answer Self-assessments)
		Unit 1: 49-50	1.7.1	2	1.7 Ethics (Answer Self-assessments)
		Unit 1: 51-60	1.8 - 1.8.3	10	1.8 HR Research and Analytics (Answer Self-assessments)
		Review Unit 1 & Take Practice Exams			Scores:
TH		Unit 2: 67-90	2.1 - 2.1.9	24	2.1 Employment Discrimination (Answer Self-assessments)
F		Unit 2: 91-100	2.2 - 2.2.2	10	2.2 Human Resource Planning (Answer Self-assessments)
		Unit 2: 101-109	2.3 - 2.3.6	9	2.3 Job Analysis, Description, and Specification (Answer Self-assessments)
S		CATCH UP & REVIEW			
WEEK TWO					
M		Unit 2: 110-123	2.4 - 2.4.4	14	2.4 Recruitment (Answer Self-assessments)
		Unit 2: 124-136	2.5 - 2.5.5	13	2.5 Selection
T		Unit 2: 136-144	2.5.6 - 2.5.9	9	2.5 Selection cont. (Answer Self-assessments)
		Review Unit 2 & Take Practice Exams			Scores:
		Unit 3: 155-160	3.1 - 3.1.3	6	3.1 Total Rewards: Financial and Non-financial (Answer Self-assessments)
		Unit 3: 161-163	3.2	3	3.2 The Wage-Level Decision (Answer Self-assessments)
W		Unit 3: 164-171	3.3.1 - 3.3.4	8	3.3 Job Evaluation Methods (Answer Self-assessments)
		Unit 3: 172-182	3.4-3.4.5	11	3.4 Incentive Compensation Systems (Answer Self-assessments)
TH		Unit 3: 183-195	3.5-3.5.3	13	3.5 Compensation Laws and Regulations (Answer Self-assessments)
		Unit 3: 196-202	3.6-3.6.5	7	3.6 Employee Benefit Programs (Answer Self-assessments)
		Unit 3: 203-209	3.7-3.7.2	7	3.7 Health Care Benefits (Answer Self-assessments)
F		Unit 3: 210-213	3.8.1-3.8.3	4	3.8 Managing Employee Benefit Programs (Answer Self-assessments)
		Unit 3: 214-228	3.9.1-3.9.7	15	3.9 Benefits Laws and Regulations (Answer Self-assessments)
S		Review Unit 3 & Take Practice Exams			Scores:
S		CATCH UP & REVIEW			

WEEK THREE					
M		Unit 4: 237-250	4.1-4.1.5	14	4.1 Training and Development (Answer Self-assessments)
T		Unit 4: 251-255	4.2.1-4.2.2	5	4.2 Principles of Training and Development (Answer Self-assessments)
		Unit 4: 256-259	4.3-4.3.2	4	4.3 Evaluation of Training Effectiveness (Answer Self-assessments)
		Unit 4: 260-269	4.4.1-4.4.2	10	4.4 Talent Management Programs (Answer Self-assessments)
W		Unit 4: 270-285	4.5-4.5.4	16	4.5 Performance Management (Answer Self-assessments)
		Unit 4: 286-292	4.6-4.6.3	7	4.6 Employee Retention (Answer Self-assessments)
		Review Unit 4 & Take Practice Exams			Scores:
TH		Unit 5: 301-303	5.1	3	5.1 Employee Relations (Answer Self-assessments)
		Unit 5: 304-308	5.2 - 5.2.2	5	5.2 Employee Engagement (Answer Self-assessments)
		Unit 5: 309-314	5.3.1-5.3.6	6	5.3 Alternative Work Schedules (Answer Self-assessments)
		Unit 5: 315-318	5.4.1-5.4.3	4	5.4 Labor Relations (Answer Self-assessments)
		Unit 5: 319-326	5.5-5.5.4	8	5.5 Grievance and Complaint Systems (Answer Self-assessments)
		Unit 5: 327-331	5.6-5.6.3	5	5.6 Employee Discipline Systems (Answer Self-assessments)
F		Unit 5: 332-336	5.7-5.7.3	5	5.7 Individual Employment Rights (Answer Self-assessments)
		Unit 5: 337-346	5.8-5.8.6	10	5.8 Workforce Behavior Problems (Answer Self-assessments)
		Unit 5: 347-354	5.9-5.9.4	8	5.9 Organizational Exit (Answer Self-assessments)
		Review Unit 5 & Take Practice Exams			Scores:
S		CATCH UP & REVIEW			
WEEK FOUR					
M		Unit 6: 361-378	6.1-6.1.7	18	6.1 Safety (Answer Self-assessments)
		Unit 6: 379-388	6.2-6.2.3	10	6.2 Health (Answer Self-assessments)
T		Unit 6: 389-410	6.3-6.3.7	22	6.3 Security (Answer Self-assessments)
		Review Unit 6 & Take Practice Exams			Scores:
REVIEW TIME					
		REVIEW			
		COMPREHENSIVE EXAMS			Scores:
		REVIEW			
		RETEST/REVIEW			
		As Scheduled			PASS EXAM!!!