

aPHRi 4 WEEK STUDY SCHEDULE: 2021 Edition - www.hrcp.com

DAY	✓	UNIT & PAGE #	SECTION	# OF PAGES	TOPICS
		Read: <i>Guide for Successful Exam Preparation</i>			Found on the MY HRCP page under the Online Books tab
		Take: Pre-Test Practice Assessment			Score:
WEEK ONE					
M		Unit 1: 1-12	1.1 - 1.1.5	12	1.1 Human Resource Management (Answer Self-assessments)
T		Unit 1: 13-19	1.2.1 - 1.2.3	7	1.2 Organizational Strategy (Answer Self-assessments)
		Unit 1: 20-26	1.3.1 - 1.3.3	7	1.3 Effective HR Management (Answer Self-assessments)
W		Unit 1: 27-34	1.4 - 1.4.4	8	1.4 HR Technology and Communication (Answer Self-assessments)
		Unit 1: 35-41	1.5 - 1.5.6	7	1.5 Organizational Design & Development (Answer Self-assessments)
TH		Unit 1: 42-49	1.6 - 1.6.6	8	1.6 Organizational Culture (Answer Self-assessments)
		Unit 1: 51-53	1.7.1 - 1.7.2	3	1.7 Ethics (Answer Self-assessments)
F		Unit 1: 55-63	1.8 - 1.8.3	9	1.8 HR Research and Analytics (Answer Self-assessments)
		Review Unit 1 & Take Assessments			Scores:
S		CATCH UP & REVIEW			
WEEK TWO					
M		Unit 2: 70-78	2.1 - 2.2.2	9	2.1 Human Resource Planning (Answer Self-assessments)
		Unit 2: 80-87	2.2.1 - 2.2.5	8	2.2 Job Analysis, Description, and Specification (Answer Self-assessments)
T		Unit 2: 89-101	2.3 - 2.3.4	13	2.3 Recruitment (Answer Self-assessments)
W		Unit 2: 102-115	2.4 - 2.4.8	14	2.4 Selection (Answer Self-assessments)
		Review Unit 2 & Take Assessments			Scores:
TH		Unit 3: 122-126	3.1 - 3.1.3	5	3.1 Total Rewards: Financial and Non-financial (Answer Self-assessments)
		Unit 3: 128-129	3.2	2	3.2 The Wage-Level Decision (Answer Self-assessments)
		Unit 3: 130-137	3.3.1 -3.3.4	8	3.3 Job Evaluation Methods (Answer Self-assessments)
F		Unit 3: 139-148	3.4-3.4.5	10	3.4 Incentive Compensation Systems (Answer Self-assessments)
		Unit 3: 150-154	3.5.1-3.5.3	5	3.5 Employee Benefit Programs (Answer Self-assessments)
		Unit 3: 155-156	3.6	2	3.6 Compensation Laws and Regulations (Answer Self-assessments)
		Review Unit 3 & Take Assessments			Scores:
S		CATCH UP & REVIEW			

WEEK THREE					
M		Unit 4: 161-176	4.1-4.1.5	16	4.1 Training and Development (Answer Self-assessments)
T		Unit 4: 177-180	4.2.1-4.2.2	4	4.2 Presenting the Training: Delivery (Answer Self-assessments)
		Unit 4: 181-184	4.3-4.3.2	4	4.3 Evaluation of Training Effectiveness (Answer Self-assessments)
		Unit 4: 186-195	4.4.1-4.4.2	10	4.4 Talent Management Programs (Answer Self-assessments)
W		Unit 4: 196-211	4.5-4.5.4	16	4.5 Performance Management (Answer Self-assessments)
TH		Unit 4: 213-218	4.6-4.6.3	6	4.6 Employee Retention (Answer Self-assessments)
		Review Unit 4 & Take Assessments			Scores:
		Unit 5: 227-228	5.1	2	5.1 Employee Relations (Answer Self-assessments)
		Unit 5: 230-234	5.2 - 5.2.2	5	5.2 Employee Engagement (Answer Self-assessments)
F		Unit 5: 235-240	5.3.1-5.3.6	6	5.3 Alternative Work Schedules (Answer Self-assessments)
		Unit 5: 241-248	5.4.1-5.4.4	8	5.4 Grievance Systems (Answer Self-assessments)
S		CATCH UP & REVIEW			
WEEK FOUR					
M		Unit 5: 249-252	5.5-5.5.3	4	5.5 Employee Discipline Systems (Answer Self-assessments)
		Unit 5: 254-260	5.6-5.6.5	7	5.6 Workforce Behavior Problems (Answer Self-assessments)
T		Unit 5: 262-267	5.7.1-5.7.2	6	5.9 Organizational Exit (Answer Self-assessments)
		Review Unit 5 & Take Assessments			Scores:
		Unit 6: 273-276	6.1	4	6.1 Safety (Answer Self-assessments)
W		Unit 6: 277-282	6.2-6.2.3	6	6.2 Health (Answer Self-assessments)
		Unit 6: 283-290	6.3-6.3.4	8	6.3 Security (Answer Self-assessments)
TH		Unit 6: 291-300	6.3.5-6.3.6	10	6.3 Security cont. (Answer Self-assessments)
		Review Unit 6 & Take Assessments			Scores:
F		REVIEW			
S		CATCH UP & REVIEW			
REVIEW TIME					
		REVIEW			
		Take: Comprehensive Assessment #1			Score:
		REVIEW			
		Take: Comprehensive Assessment #2			Score:
		REVIEW			
		Take: Official Exam as Scheduled			PASS EXAM!!!