

aPHRi 4 WEEK STUDY SCHEDULE: 2022 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			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: 27-35	1.4 - 1.4.4	9	1.4 HR Technology and Communication (Answer Self-assessments)
		Unit 1: 36-42	1.5 - 1.5.6	7	1.5 Organizational Design & Development (Answer Self-assessments)
TH		Unit 1: 43-50	1.6 - 1.6.6	8	1.6 Organizational Culture (Answer Self-assessments)
		Unit 1: 52-54	1.7.1 - 1.7.2	3	1.7 Ethics (Answer Self-assessments)
F		Unit 1: 56-64 Review Unit 1 & Take Practice Exams	1.8 - 1.8.3	9	1.8 HR Research and Analytics (Answer Self-assessments) Scores:
S		CATCH UP & REVIEW			
WEEK TWO					
M		Unit 2: 71-79	2.1 - 2.2.2	9	2.1 Human Resource Planning (Answer Self-assessments)
		Unit 2: 81-88	2.2.1 - 2.2.5	8	2.2 Job Analysis, Description, and Specification (Answer Self-assessments)
T		Unit 2: 90-102	2.3 - 2.3.4	13	2.3 Recruitment (Answer Self-assessments)
W		Unit 2: 104-117	2.4 - 2.4.8	14	2.4 Selection (Answer Self-assessments)
		Review Unit 2 & Take Practice Exams			Scores:
TH		Unit 3: 125-129	3.1 - 3.1.3	5	3.1 Total Rewards: Financial and Non-financial (Answer Self-assessments)
		Unit 3: 131-132	3.2	2	3.2 The Wage-Level Decision (Answer Self-assessments)
		Unit 3: 133-140	3.3.1 -3.3.4	8	3.3 Job Evaluation Methods (Answer Self-assessments)
F		Unit 3: 142-151	3.4-3.4.5	10	3.4 Incentive Compensation Systems (Answer Self-assessments)
		Unit 3: 153-157	3.5.1-3.5.3	5	3.5 Employee Benefit Programs (Answer Self-assessments)
		Unit 3: 158-159 Review Unit 3 & Take Practice Exams	3.6	2	3.6 Compensation Laws and Regulations (Answer Self-assessments) Scores:
S		CATCH UP & REVIEW			

WEEK THREE					
M		Unit 4: 165-180	4.1-4.1.5	16	4.1 Training and Development (Answer Self-assessments)
T		Unit 4: 182-185	4.2.1-4.2.2	4	4.2 Presenting the Training: Delivery (Answer Self-assessments)
		Unit 4: 186-189	4.3-4.3.2	4	4.3 Evaluation of Training Effectiveness (Answer Self-assessments)
		Unit 4: 191-199	4.4.1-4.4.2	9	4.4 Talent Management Programs (Answer Self-assessments)
W		Unit 4: 201-216	4.5-4.5.4	16	4.5 Performance Management (Answer Self-assessments)
TH		Unit 4: 218-223	4.6-4.6.3	6	4.6 Employee Retention (Answer Self-assessments)
		Review Unit 4 & Take Practice Exams			Scores:
		Unit 5: 233-234	5.1	2	5.1 Employee Relations (Answer Self-assessments)
		Unit 5: 236-240	5.2 - 5.2.2	5	5.2 Employee Engagement (Answer Self-assessments)
F		Unit 5: 241-246	5.3.1-5.3.6	6	5.3 Alternative Work Schedules (Answer Self-assessments)
		Unit 5: 247-254	5.4.1-5.4.4	8	5.4 Grievance Systems (Answer Self-assessments)
S		CATCH UP & REVIEW			
WEEK FOUR					
M		Unit 5: 255-258	5.5-5.5.3	4	5.5 Employee Discipline Systems (Answer Self-assessments)
		Unit 5: 260-266	5.6-5.6.5	6	5.6 Workforce Behavior Problems (Answer Self-assessments)
T		Unit 5: 268-273	5.7.1-5.7.2	6	5.9 Organizational Exit (Answer Self-assessments)
		Review Unit 5 & Take Practice Exams			Scores:
		Unit 6: 274-276	5.8	3	5.8 Safety (Answer Self-assessments)
W		Unit 6: 278-283	5.9.0-5.9.3	6	5.9 Health (Answer Self-assessments)
		Unit 6: 284-291	5.10.1-5.10.4	8	5.10 Security (Answer Self-assessments)
TH		Unit 6: 292-301	5.10.5-5.10.6	10	5.10 Security cont. (Answer Self-assessments)
		Review Unit 6 & Take Assessments			Scores:
F		REVIEW			
S		CATCH UP & REVIEW			
REVIEW TIME					
		REVIEW			
		Take: Timed Comprehensive Exam #1			Score:
		REVIEW			
		Take: Timed Comprehensive Exam #2			Score:
		REVIEW			
		Take: Official Exam as Scheduled			PASS EXAM!!!