

aPHR 6 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: 14-20	1.2.1 - 1.2.3	7	1.2 Organizational Strategy (Answer Self-assessments)
		Unit 1: 21-27	1.3.1 - 1.3.3	7	1.3 Effective HR Management (Answer Self-assessments)
W		Unit 1: 28-35	1.4 - 1.4.4	8	1.4 HR Technology and Communication (Answer Self-assessments)
		Unit 1: 36-41	1.5 - 1.5.6	6	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: 51-57	1.7.1 - 1.7.4	7	1.7 Ethics (Answer Self-assessments)
F		Unit 1: 58-66	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: 71-85	2.1 - 2.1.4	15	2.1 Employment Discrimination
T		Unit 2: 85-95	2.1.5 - 2.1.9	11	2.1 Employment Discrimination (cont) (Answer Self-assessments)
W		Unit 2: 97-105	2.2 - 2.2.2	9	2.2 Human Resource Planning (Answer Self-assessments)
TH		Unit 2: 107-115	2.3.1 - 2.3.6	9	2.3 Job Analysis, Description, and Specification (Answer Self-assessments)
F		Unit 2: 116-129	2.4 - 2.4.4	14	2.4 Recruitment (Answer Self-assessments)
S		CATCH UP & REVIEW			
WEEK THREE					
M		Unit 2: 130-142	2.5 - 2.5.5	13	2.5 Selection
T		Unit 2: 142-150	2.5.6 - 2.5.9	9	2.5 Selection cont. (Answer Self-assessments)
		Review Unit 2 & Take Assessments			Scores:

W	Unit 3: 161-166	3.1 - 3.1.3	6	3.1 Total Rewards: Financial and Non-financial (Answer Self-assessments)
	Unit 3: 167-169	3.2	3	3.2 The Wage-Level Decision (Answer Self-assessments)
	Unit 3: 170-177	3.3.1 -3.3.4	8	3.3 Job Evaluation Methods (Answer Self-assessments)
TH	Unit 3: 178-188	3.4-3.4.5	11	3.4 Incentive Compensation Systems (Answer Self-assessments)
F	Unit 3: 189-201	3.5-3.5.3	13	3.5 Compensation Laws and Regulations (Answer Self-assessments)
S	CATCH UP & REVIEW			
WEEK FOUR				
M	Unit 3: 202-208	3.6-3.6.5	7	3.6 Employee Benefit Programs (Answer Self-assessments)
	Unit 3: 209-215	3.7-3.7.2	7	3.7 Health Care Benefits (Answer Self-assessments)
	Unit 3: 216-219	3.8.1-3.8.3	4	3.8 Managing Employee Benefit Programs (Answer Self-assessments)
T	Unit 3: 220-233	3.9.1-3.9.7	14	3.9 Benefits Laws and Regulations (Answer Self-assessments)
	Review Unit 3 & Take Assessments			Scores:
W	Unit 4: 243-257	4.1-4.1.5	15	4.1 Training and Development (Answer Self-assessments)
	Unit 4: 259-262	4.2.1-4.2.2	4	4.2 Principles of Training and Development (Answer Self-assessments)
TH	Unit 4: 264-267	4.3-4.3.2	4	4.3 Evaluation of Training Effectiveness (Answer Self-assessments)
	Unit 4: 268-276	4.4.1-4.4.2	9	4.4 Talent Management Programs (Answer Self-assessments)
F	Unit 4: 278-293	4.5-4.5.4	16	4.5 Performance Management (Answer Self-assessments)
S	CATCH UP & REVIEW			
WEEK FIVE				
M	Unit 4: 294-299	4.6-4.6.3	6	4.6 Employee Retention (Answer Self-assessments)
	Review Unit 4 & Take Assessments			Scores:
	Unit 5: 308-309	5.1	2	5.1 Employee Relations (Answer Self-assessments)
	Unit 5: 311-314	5.2 - 5.2.2	4	5.2 Employee Engagement (Answer Self-assessments)
T	Unit 5: 316-321	5.3.1-5.3.6	6	5.3 Alternative Work Schedules (Answer Self-assessments)
	Unit 5: 322-324	5.4.1-5.4.3	3	5.4 Labor Relations (Answer Self-assessments)
	Unit 5: 326-333	5.5-5.5.4	8	5.5 Grievance and Complaint Systems (Answer Self-assessments)

W	Unit 5: 334-338	5.6-5.6.3	5	5.6 Employee Discipline Systems (Answer Self-assessments)
	Unit 5: 339-342	5.7-5.7.3	4	5.7 Individual Employment Rights (Answer Self-assessments)
	Unit 5: 344-353	5.8-5.8.6	10	5.8 Workforce Behavior Problems (Answer Self-assessments)
TH	Unit 5: 354-361	5.9-5.9.4	8	5.9 Organizational Exit (Answer Self-assessments)
	Review Unit 5 & Take Assessments			Scores:
F	Unit 6: 367-384	6.1-6.1.7	18	6.1 Safety (Answer Self-assessments)
S	CATCH UP & REVIEW			
WEEK SIX				
M	Unit 6: 386-395	6.2-6.2.3	10	6.2 Health (Answer Self-assessments)
T	Unit 6: 396-407	6.3-6.3.4	12	6.3 Security (Answer Self-assessments)
W	Unit 6: 407-416	6.3.5-6.3.7	10	6.3 Security cont. (Answer Self-assessments)
	Review Unit 6 & Take Assessments			Scores:
REVIEW TIME				
	REVIEW			
	Take: Comprehensive Assessment #1			Scores:
	REVIEW			
	Take: Comprehensive Assessment #2			Scores:
	REVIEW			
	Take: Official Exam as Scheduled			PASS EXAM!!!