

## PHR/SPHR 12 WEEK STUDY SCHEDULE: 2022 HRCP Program - [www.hrcp.com](http://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:
<b>WEEK ONE</b>					
M		Unit 1: 2-18	1.1 - 1.1.7	17	1.1 Strategic Human Resource Management (Answer Self-assessment)
T		Unit 1: 20-38	1.2 - 1.2.6	19	1.2 Organizational Strategy (Answer Self-assessment)
W		Unit 1: 42-54	1.3- 1.3.4	13	1.3 HR Control and Evaluation (Answer Self-assessment)
TH		Unit 1: 56-68	1.4 - 1.4.4	13	1.4 HR Technology and Communication (Answer Self-assessment)
F		Unit 1: 70-89	1.5 - 1.5.4	20	1.5 Organizational Environments (Answer Self-assessment)
S		CATCH UP & REVIEW			
<b>WEEK TWO</b>					
M		Unit 1: 92-101	1.6 - 1.6.7	10	1.6 Organizational Design & Development (Answer Self-assessment)
		Unit 1: 104-113	1.7 - 1.7.7	10	1.7 Organizational Culture (Answer Self-assessment)
T		Unit 1: 116-132	1.8 - 1.8.11	17	1.8 Global HR Management (Answer Self-assessment)
W		Unit 1: 134-141	1.9.1 - 1.9.4	8	1.9 Leadership & Management Theories (Answer Self-assessment)
		Unit 1: 144-151	1.10 - 1.10.4	8	1.10 Decision Making (Answer Self-assessment)
TH		Unit 1: 154-170	1.11 - 1.11.4	17	1.11 Ethics (Answer Self-assessment)
F		Unit 1: 174-191	1.12 - 1.12.4	18	1.12 HR Research and Analytics (Answer Self-assessment)
		<b>Review Unit 1 &amp; Take Practice Exams</b>			<b>Scores:</b>
S		CATCH UP & REVIEW			

WEEK THREE					
M		Unit 2: 2-20	2.1 - 2.1.3	19	2.1 Employment Discrimination
T		Unit 2: 22-43	2.1.4 - 2.1.8	22	2.1 Employment Discrimination (cont)
W		Unit 2: 43-49	2.1.9 - 2.1.10	7	2.1 Employment Discrimination (cont) (Answer Self-assessment)
		Unit 2: 52-66	2.2 - 2.2.4	15	2.2 Human Resource Planning
TH		Unit 2: 66-76	2.2.5	11	2.2 Human Resource Planning (cont) (Answer Self-assessment)
		Unit 2: 80-89	2.3.1 - 2.3.7	10	2.3 Job Analysis, Description, and Specification (Answer Self-assessment)
F		Unit 2: 92-108	2.4 - 2.4.5	17	2.4 Recruitment (Answer Self-assessment)
S		CATCH UP & REVIEW			
WEEK FOUR					
M		Unit 2: 110-125	2.5 - 2.5.5	16	2.5 Selection
T		Unit 2: 125-143	2.5.6 - 2.5.7	19	2.5 Selection (cont)
W		Unit 2: 143-157	2.5.8 - 2.5.13	15	2.5 Selection (cont) (Answer Self-assessment)
TH		<b>Review Unit 2 &amp; Take Practice Exams</b>			<b>Scores:</b>
F		Unit 3: 2-17	3.1 - 3.1.4	16	3.1 Training and Development in the Organization (Answer Self-assessment)
S		CATCH UP & REVIEW			
WEEK FIVE					
M		Unit 3: 20-41	3.2 - 3.2.3	22	3.2 Principles of Training and Development (Answer Self-assessment)
T		Unit 3: 44-62	3.3 - 3.3.5	19	3.3 Training and Development Techniques (Answer Self-assessment)
W		Unit 3: 64-69	3.4 - 3.4.2	6	3.4 Presenting the Training: Delivery (Answer Self-assessment)
		Unit 3: 72-81	3.5 - 3.5.4	10	3.5 Evaluation of Training Effectiveness (Answer Self-assessment)
TH		Unit 3: 84-105	3.6.1 - 3.6.5	22	3.6 Talent Management Programs
F		Unit 3: 105-110	3.6.6 - 3.6.8	6	3.6 Talent Management Programs (cont) (Answer Self-assessment)
		Unit 3: 112-120	3.7 - 3.7.4	9	3.7 Performance Management
S		CATCH UP & REVIEW			

WEEK SIX					
M		Unit 3: 120-134	3.7.5 - 3.7.7	15	3.7 Performance Management
T		Unit 3: 134-143	3.7.8 - 3.7.11	10	3.7 Performance Management (cont) (Answer Self-assessment)
W		Unit 3: 146-162	3.8 - 3.8.9	17	3.8 Change Management (Answer Self-assessment)
TH		Unit 3: 164-175	3.9 - 3.9.4	12	3.9 Organizational Development Interventions (Answer Self-assessment)
		Unit 3: 178-183	3.10 - 3.10.3	6	3.10 Employee Retention
		<b>Review Unit 3 &amp; Take Practice Exams</b>			<b>Scores:</b>
F		Unit 4: 2-13	4.1 - 4.1.5	12	4.1 Total Rewards: Financial and Non-financial (Answer Self-assessment)
S		CATCH UP & REVIEW			
WEEK SEVEN					
M		Unit 4: 16-21	4.2 - 4.2.4	6	4.2 The Wage-Level Decision (Answer Self-assessment)
		Unit 4: 24-34	4.3 - 4.3.5	11	4.3 Job Evaluation Methods (Answer Self-assessment)
T		Unit 4: 36-47	4.4 - 4.4.8	12	4.4 Job Pricing and Pay Rate Administration(Answer Self-assessment)
		Unit 4: 50-54	4.5.1 - 4.5.6	5	4.5 Economic Factors Affecting Compensation (Answer Self-assessment)
W		Unit 4: 56-72	4.6 - 4.6.2	17	4.6 Incentive Compensation Systems
TH		Unit 4: 73-83	4.6.3 - 4.6.8	11	4.6 Incentive Compensation Systems (cont)(Answer Self-assessment)
F		Unit 4: 86-95	4.7 - 4.7.6	10	4.7 Executive Compensation (Answer Self-assessment)
S		CATCH UP & REVIEW			
WEEK EIGHT					
M		Unit 4: 98-122	4.8 - 4.8.8	25	4.8 Compensation Laws and Regulations (Answer Self-assessment)
T		Unit 4: 124-137	4.9 - 4.9.4	14	4.9 Employee Benefit Programs
W		Unit 4: 137-151	4.9.5 - 4.9.9	15	4.9 Employee Benefit Programs (cont)(Answer Self-assessment)
TH		Unit 4: 154-163	4.10 - 4.10.2	10	4.10 Health Care Benefits (Answer Self-assessment)
		Unit 4: 166-173	4.11 - 4.11.5	8	4.11 Managing Employee Benefit Programs (Answer Self-assessment)
F		Unit 4: 176-198	4.12 - 4.12.9	23	4.12 Benefits Laws and Regulations (Answer Self-assessment)
S		CATCH UP & REVIEW			

WEEK NINE				
M	Unit 4: 200-204 <b>Review Unit 4 &amp; Take Practice Exams</b>	4.13 - 4.13.2	5	4.13 Evaluating Strategy & Program Effectiveness (Answer Self-assessment) <b>Scores:</b>
T	Unit 5: 2-3 Unit 5: 6-16	5.1 5.2 - 5.2.5	2 11	5.1 Employee Relations (Answer Self-assessment) 5.2 Employee Engagement (Answer Self-assessment)
W	Unit 5: 18-31	5.3 - 5.3.8	14	5.3 Employee Involvement Strategies (Answer Self-assessment)
TH	Unit 5: 34-39 Unit 5: 42-51	5.4 - 5.4.3 5.5 - 5.5.5	6 10	5.4 Diveristy, Equity, and Inclusion (Answer Self-assessment) 5.5 Labor Relations (Answer Self-assessment)
F	Unit 5: 54-65	5.6 - 5.6.6	12	5.6 Union Representation of Employees (Answer Self-assessment)
S	CATCH UP & REVIEW			
WEEK TEN				
M	Unit 5: 68-75 Unit 5: 78-88	5.7 - 5.7.4 5.8-5.8.6	8 11	5.7 Employer Unfair Labor Practices (Answer Self-assessment) 5.8 Union Unfair Labor Practices and Strikes (Answer Self-assessment)
T	Unit 5: 90-101 Unit 5: 104-107 Unit 5: 110-112	5.9 - 5.9.9 5.10 - 5.10.3 5.11-5.11.4	12 4 3	5.9 Collective Bargaining (Answer Self-assessment) 5.10 Maintaining Nonunion Status (Answer Self-assessment) 5.11 Public Sector Labor Relations (Answer Self-assessment)
W	Unit 5: 114-127	5.12 - 5.12.5	14	5.12 Grievance Systems (Answer Self-assessment)
TH	Unit 5: 130-142	5.13 - 5.13.5	12	5.13 Employee Discipline Systems (Answer Self-assessment)
F	Unit 5: 144-154	5.14 - 5.14.6	11	5.14 Individual Employment Rights (Answer Self-assessment)
S	CATCH UP & REVIEW			
WEEK ELEVEN				
M	Unit 5: 156-170	5.15 - 5.15.7	15	5.15 Workforce Behavior Problems (Answer Self-assessment)
T	Unit 5: 174-183 Unit 5: 186-187	5.16 - 5.16.5 5.17 - 5.17.1	10 2	5.16 Organizational Exit (Answer Self-assessment) 5.17 Risk Management (Answer Self-assessment)
W	Unit 5: 190-204	5.18 - 5.18.4	15	5.18 Safety
TH	Unit 5: 204-214	5.18.5 - 5.18.7	11	5.18 Safety (cont) (Answer Self-assessment)
F	Unit 5: 218-236	5.19 - 5.19.5	19	5.19 Health
S	CATCH UP & REVIEW			

WEEK TWELVE					
M		Unit 5: 236-248	5.19.6 - 5.19.9	13	5.19 Health (cont) (Answer Self-assessment)
T		Unit 5: 250-269	5.20 - 5.20.4	20	5.20 Security
W		Unit 5: 269-284	5.20.5 - 5.20.7	16	5.20 Security (cont) (Answer Self-assessment)
TH		<b>Review Unit 5 &amp; Take Practice Exams</b>			<b>Scores:</b>
F		REVIEW			
S		CATCH UP & REVIEW			
REVIEW TIME					
		REVIEW			
		<b>Take: Timed Comprehensive Exam #1</b>			<b>Scores:</b>
		REVIEW			
		<b>Take: Timed Comprehensive Exam #2</b>			<b>Scores:</b>
		REVIEW			
		<b>Take: Timed Comprehensive Exam #3</b>			<b>Scores:</b>
		REVIEW			
		<b>Take: Official Exam as Scheduled</b>			<b>PASS EXAM!!!</b>