

## 12 WEEK STUDY SCHEDULE: 2016 HRCP Program - [www.hrcp.com](http://www.hrcp.com)

DAY	✓	UNIT & PAGE #	# OF PAGES	TOPICS
<b>WEEK ONE</b>				
M		Unit 1: 1-16 (1.1 – 1.1.8)	16	1.1 Strategic Human Resource Management (Test Your Knowledge Questions)
T		Unit 1: 17-35 (1.2 – 1.2.5)	19	1.2 Organizational Strategy (Test Your Knowledge Questions)
W		Unit 1: 37-55 (1.3.1 – 1.3.6)	19	1.3 HR Control and Evaluation (Test Your Knowledge Questions)
TH		Unit 1: 57-74 (1.4.1 – 1.4.4)	18	1.4 Organizational Environments (Test Your Knowledge Questions)
F		Unit 1: 75-84 (1.5 – 1.5.7)	10	1.5 Organizational Design & Development (Test Your Knowledge Questions)
S		CATCH UP & REVIEW		
<b>WEEK TWO</b>				
M		Unit 1: 85-95 (1.6 – 1.6.7)	11	1.6 Organizational Culture (Test Your Knowledge Questions)
T		Unit 1: 97-113 (1.7 – 1.7.11) Unit 1: 115-121 (1.8.1 – 1.8.3)	17 7	1.7 Global HR Management (Test Your Knowledge Questions) 1.8 Leadership & Management Theories (Test Your Knowledge Questions)
W		Unit 1: 123-136 (1.9.1 – 1.9.3)	14	1.9 Ethics (Test Your Knowledge Questions)
TH		Unit 1: 137-149 (1.10 – 1.10.3)	13	1.10 HR Research (Test Your Knowledge Questions)
F		Review Unit 1 & Take Practice Exam		<b>Score:</b>
S		CATCH UP & REVIEW		
<b>WEEK THREE</b>				
M		Unit 2: 1-20 (2.1 – 2.1.3)	20	2.1 Employment Discrimination
T		Unit 2: 20-41 (2.1.4 – 2.1.8)	21	2.1 Employment Discrimination (cont)
W		Unit 2: 41-47 (2.1.9 – 2.1.10) Unit 2: 49-67 (2.2 – 2.2.4)	7 19	2.1 Employment Discrimination (cont) (Test Your Knowledge Questions) 2.2 Human Resource Planning
TH		Unit 2: 67-77 (2.2.5) Unit 2: 79-88 (2.3.1 – 2.3.7)	11 10	2.2 Human Resource Planning (cont) (Test Your Knowledge Questions) 2.3 Job Analysis, Job Description, Job Specification (Test Your Knowledge)
F		Unit 2: 89-104 (2.4 – 2.4.5)	16	2.4 Recruitment (Test Your Knowledge Questions)
S		CATCH UP & REVIEW		

WEEK FOUR				
M		Unit 2: 105-127 (2.5 – 2.5.6)	23	2.5 Selection
T		Unit 2: 127-141 (2.5.7 – 2.5.8)	15	2.5 Selection (cont)
W		Unit 2: 141-151 (2.5.9 – 2.5.13)	11	2.5 Selection (cont) (Test Your Knowledge Questions)
TH		Review Unit 2 & Take Practice Exam		<b>Score:</b>
F		Unit 3: 1-16 (3.1 – 3.1.4)	16	3.1 Training and Development in the Organization (Test Your Knowledge Questions)
S		CATCH UP & REVIEW		
WEEK FIVE				
M		Unit 3: 17-38 (3.2.1 – 3.2.3)	22	3.2 Principles of Training and Development (Test Your Knowledge Questions)
T		Unit 3: 39-57 (3.3.1 – 3.3.5)	19	3.3 Training and Development Techniques (Test Your Knowledge Questions)
W		Unit 3: 59-63 (3.4.1 – 3.4.2) Unit 3: 65-75 (3.5 – 3.5.4)	5 11	3.4 Presenting the Training: Delivery (Test Your Knowledge Questions) 3.5 Evaluation of Training Effectiveness (Test Your Knowledge Questions)
TH		Unit 3: 77-100 (3.6.1 – 3.6.8)	24	3.6 Talent Management Programs (Test Your Knowledge Questions)
F		Unit 3: 101-123 (3.7 – 3.7.7)	23	3.7 Performance Management
S		CATCH UP & REVIEW		
WEEK SIX				
M		Unit 3: 124-133 (3.7.8 – 3.7.11)	10	3.7 Performance Management (cont) (Test Your Knowledge Questions)
T		Unit 3: 135-152 (3.8 – 3.8.9)	18	3.8 Change Management (Test Your Knowledge Questions)
W		Unit 3: 153-164 (3.9 – 3.9.4)	12	3.9 Organizational Development Interventions (Test Your Knowledge Questions)
TH		Review Unit 3 & Take Practice Exam		<b>Score:</b>
F		Unit 4: 1-12 (4.1 – 4.1.5)	12	4.1 Total Rewards: Financial and Non-financial (Test Your Knowledge Questions)
S		CATCH UP & REVIEW		

WEEK SEVEN				
M		Unit 4: 13-17 (4.2 – 4.2.4) Unit 4: 19-29 (4.3 – 4.3.5)	5 11	4.2 The Wage-level Decision (Test Your Knowledge Questions) 4.3 Job Evaluation Methods (Test Your Knowledge Questions)
T		Unit 4: 31-39 (4.4 – 4.4.7) Unit 4: 41-45 (4.5.1 – 4.5.6)	9 5	4.4 Job Pricing and Pay Rate Administration (Test Your Knowledge Questions) 4.5 Economic Factors Affecting Compensation (Test Your Knowledge Questions)
W		Unit 4: 47-62 (4.6 – 4.6.2)	16	4.6 Incentive Compensation Systems
TH		Unit 4: 62-73 (4.6.3 – 4.6.8)	12	4.6 Incentive Compensation Systems (cont) (Test Your Knowledge Questions)
F		Unit 4: 75-84 (4.7 – 4.7.6) Unit 4: 85-90 (4.8 – 4.8.2)	10 6	4.7 Executive Compensation (Test Your Knowledge Questions) 4.8 Employee Benefit Programs
S		CATCH UP & REVIEW		
WEEK EIGHT				
M		Unit 4: 90-110 (4.8.3 – 4.8.9)	21	4.8 Employee Benefit Programs (cont) (Test Your Knowledge Questions)
T		Unit 4: 111-120 (4.9 – 4.9.2) Unit 4: 121-129 (4.10 – 4.10.6)	9 9	4.9 Health Care Benefits (Test Your Knowledge Questions) 4.10 Managing Employee Benefit Programs (Test Your Knowledge Questions)
W		Unit 4: 131-147 (4.11 – 4.11.4)	16	4.11 Compensation Laws and Regulations
TH		Unit 4: 147-163 (4.11.5 – 4.11.9)	17	4.11 Compensation Laws and Regulations (cont)
F		Unit 4: 163-177 (4.11.10 – 4.11.16)	15	4.11 Compensation Laws and Regulations (cont) (Test Your Knowledge Questions)
S		CATCH UP & REVIEW		

**WEEK NINE**

M		Unit 4: 179-183 (4.12.1 – 4.12.2) Unit 4: 185-190 (4.13.1 – 4.13.2)	5 6	4.12 Evaluating Strategy & Program Effectiveness (Test Your Knowledge Questions) 4.13 International HR Compensation Issues (Test Your Knowledge Questions)
T		Review Unit 4 & Take Practice Exam		<b>Score:</b>
W		Unit 5: 1-13 (5.1 – 5.1.5)	13	5.1 Early Labor Movement (Test Your Knowledge Questions)
TH		Unit 5: 15-27 (5.2 – 5.2.6)	13	5.2 Union Representation of Employees (Test Your Knowledge Questions)
F		Unit 5: 29-36 (5.3.1 – 5.3.4) Unit 5: 37-47 (5.4.1 – 5.4.6)	8 11	5.3 Employer Unfair Labor Practices (Test Your Knowledge Questions) 5.4 Union Unfair Labor Practices, Strikes, Boycotts (Test Your Knowledge Questions)
S		CATCH UP & REVIEW		

**WEEK TEN**

M		Unit 5: 49-60 (5.5 – 5.5.9)	12	5.5 Collective Bargaining (Test Your Knowledge Questions)
T		Unit 5: 61-64 (5.6 – 5.6.3) Unit 5: 65-78 (5.7 – 5.7.5)	4 14	5.6 Maintaining Nonunion Status (Test Your Knowledge Questions) 5.7 Grievance Systems (Test Your Knowledge Questions)
W		Unit 5: 79-91 (5.8 – 5.8.5) Unit 5: 93-102 (5.9 – 5.9.5)	13 10	5.8 Employee Discipline Systems (Test Your Knowledge Questions) 5.9 Individual Employment Rights (Test Your Knowledge Questions)
TH		Unit 5: 103-119 (5.10 – 5.10.7)	17	5.10 Workforce Behavior Problems (Test Your Knowledge Questions)
F		Unit 5: 121-127 (5.11 – 5.11.5) Unit 5: 129-131 (5.12 – 5.12.4)	7 3	5.11 Organizational Exit (Test Your Knowledge Questions) 5.12 Public Sector Labor Relations (Test Your Knowledge Questions)
S		CATCH UP & REVIEW		

WEEK ELEVEN				
M		Unit 5: 133-146 (5.13 – 13.8)	14	5.13 Employee Involvement Strategies (Test Your Knowledge Questions)
T		Unit 5: 149-159 (5.14 – 14.5) Unit 5: 161-165 (5.15.1 – 5.15.3)	11 5	5.14 Employee Attitudes and Satisfaction (Test Your Knowledge Questions) 5.15 Global Labor Relations (Test Your Knowledge Questions)
W		Review Unit 5 & Take Practice Exam		<b>Score:</b>
TH		Unit 6: 1-15 (6.1 – 6.1.4)	15	6.1 Safety
F		Unit 6: 15-29 (6.1.5 – 6.1.9)	15	6.1 Safety (cont) (Test Your Knowledge Questions)
S		CATCH UP & REVIEW		
WEEK TWELVE				
M		Unit 6: 31-47 (6.2 – 6.2.5)	17	6.2 Health
T		Unit 6: 48-60 (6.2.6 – 6.2.9)	13	6.2 Health (cont) (Test Your Knowledge Questions)
W		Unit 6: 61-79 (6.3 – 6.3.4)	19	6.3 Security
TH		Unit 6: 79-93 (6.3.5 – 6.3.7)	15	6.3 Security (cont) (Test Your Knowledge Questions)
F		Review Unit 6 & Take Practice Exam		<b>Score:</b>
S		CATCH UP & REVIEW		
REVIEW TIME				
		REVIEW		
		COMPREHENSIVE EXAM		<b>Score:</b>
		REVIEW		
		RETEST/REVIEW		
As Scheduled		<b>PASS EXAM!!!</b>		