

aPHR 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 Unit 1: 14-20	1.1 - 1.1.5 1.2.1 - 1.2.3	12 7	1.1 Human Resource Management (Answer Self-assessments) 1.2 Organizational Strategy (Answer Self-assessments)
T		Unit 1: 21-27 Unit 1: 28-35 Unit 1: 36-41	1.3.1 - 1.3.3 1.4 - 1.4.4 1.5 - 1.5.6	7 8 6	1.3 Effective HR Management (Answer Self-assessments) 1.4 HR Technology and Communication (Answer Self-assessments) 1.5 Organizational Design & Development (Answer Self-assessments)
W		Unit 1: 43-50 Unit 1: 51-57 Unit 1: 58-66 Review Unit 1 & Take Assessments	1.6 - 1.6.6 1.7.1 - 1.7.4 1.8 - 1.8.3	8 7 9	1.6 Organizational Culture (Answer Self-assessments) 1.7 Ethics (Answer Self-assessments) 1.8 HR Research and Analytics (Answer Self-assessments) Scores:
TH		Unit 2: 67-90	2.1 - 2.1.9	24	2.1 Employment Discrimination (Answer Self-assessments)
F		Unit 2: 91-100 Unit 2: 101-109	2.2 - 2.2.2 2.3 - 2.3.6	10 9	2.2 Human Resource Planning (Answer Self-assessments) 2.3 Job Analysis, Description, and Specification (Answer Self-assessments)
S		CATCH UP & REVIEW			
WEEK TWO					
M		Unit 2: 116-129 Unit 2: 130-142	2.4 - 2.4.4 2.5 - 2.5.5	14 13	2.4 Recruitment (Answer Self-assessments) 2.5 Selection
T		Unit 2: 142-150 Review Unit 2 & Take Assessments Unit 3: 161-166 Unit 3: 167-169 Unit 3: 170-177	2.5.6 - 2.5.9 3.1 - 3.1.3 3.2 3.3.1 - 3.3.4	9 6 3 8	2.5 Selection cont. (Answer Self-assessments) Scores: 3.1 Total Rewards: Financial and Non-financial (Answer Self-assessments) 3.2 The Wage-Level Decision (Answer Self-assessments) 3.3 Job Evaluation Methods (Answer Self-assessments)
W		Unit 3: 178-188 Unit 3: 189-201	3.4-3.4.5 3.5-3.5.3	11 13	3.4 Incentive Compensation Systems (Answer Self-assessments) 3.5 Compensation Laws and Regulations (Answer Self-assessments)
TH		Unit 3: 202-208 Unit 3: 209-215 Unit 3: 216-219	3.6-3.6.5 3.7-3.7.2 3.8.1-3.8.3	7 7 4	3.6 Employee Benefit Programs (Answer Self-assessments) 3.7 Health Care Benefits (Answer Self-assessments) 3.8 Managing Employee Benefit Programs (Answer Self-assessments)
F		Unit 3: 220-233 Review Unit 3 & Take Assessments	3.9.1-3.9.7	14	3.9 Benefits Laws and Regulations (Answer Self-assessments) Scores:
S		CATCH UP & REVIEW			

WEEK THREE					
M		Unit 4: 243-257	4.1-4.1.5	15	4.1 Training and Development (Answer Self-assessments)
T		Unit 4: 259-262	4.2.1-4.2.2	4	4.2 Principles of Training and Development (Answer Self-assessments)
		Unit 4: 261-267	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)
W		Unit 4: 278-293	4.5-4.5.4	16	4.5 Performance Management (Answer Self-assessments)
		Unit 4: 294-299	4.6-4.6.3	6	4.6 Employee Retention (Answer Self-assessments)
		Review Unit 4 & Take Assessments			Scores:
TH		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)
		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)
		Unit 5: 334-338	5.6-5.6.3	5	5.6 Employee Discipline Systems (Answer Self-assessments)
F		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)
		Unit 5: 354-361	5.9-5.9.4	8	5.9 Organizational Exit (Answer Self-assessments)
		Review Unit 5 & Take Assessments			Scores:
S		CATCH UP & REVIEW			
WEEK FOUR					
M		Unit 6: 367-384	6.1-6.1.7	18	6.1 Safety (Answer Self-assessments)
		Unit 6: 386-395	6.2-6.2.3	10	6.2 Health (Answer Self-assessments)
T		Unit 6: 396-416	6.3-6.3.7	21	6.3 Security (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!!!