

## PHR/SPHR 4 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
		<b>Take: Pre-Test</b>			<b>Score:</b>
<b>WEEK ONE</b>					
M		Unit 1: 2-18	1.1 - 1.1.7	17	1.1 Strategic Human Resource Management (Answer Self-assessment)
		Unit 1: 22-38	1.2 - 1.2.6	17	1.2 Organizational Strategy (Answer Self-assessment)
		Unit 1: 42-54	1.3 - 1.3.4	13	1.3 HR Control and Evaluation (Answer Self-assessment)
T		Unit 1: 56-68	1.4 - 1.4.4	13	1.4 HR Technology and Communication (Answer Self-assessment)
		Unit 1: 70-89	1.5 - 1.5.4	20	1.5 Organizational Environments (Answer Self-assessment)
		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)
W		Unit 1: 116-132	1.8 - 1.8.11	17	1.8 Global HR Management (Answer Self-assessment)
		Unit 1: 134-141	1.9 - 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)
		Unit 1: 154-170	1.11 - 1.11.3	17	1.11 Ethics (Answer Self-assessment)
TH		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>Score:</b>
F		Unit 2: 2-20	2.1 - 2.1.3	19	2.1 Employment Discrimination
		Unit 2: 20-49	2.1.4 - 2.1.10	30	2.1 Employment Discrimination (cont) (Answer Self-assessment)
S		Unit 2: 52-76	2.2 - 2.2.5	25	2.2 Human Resource Planning (cont) (Answer Self-assessment)
		CATCH UP & REVIEW			
<b>WEEK TWO</b>					
M		Unit 2: 80-89	2.3.1 - 2.3.7	10	2.3 Job Analysis, Description, and Specification (Test Your Knowledge)
		Unit 2: 92-108	2.4 - 2.4.5	17	2.4 Recruitment (Answer Self-assessment)
		Unit 2: 110-134	2.5 - 2.5.6	25	2.5 Selection
T		Unit 2: 134-157	2.5.7 - 2.5.13	24	2.5 Selection (cont) (Answer Self-assessment)
		<b>Review Unit 2 &amp; Take Practice Exams</b>			<b>Score:</b>
W		Unit 3: 2-17	3.1 - 3.1.4	16	3.1 Training and Development in the Organization (Answer Self-assessment)
		Unit 3: 20-41	3.2.1 - 3.2.3	22	3.2 Principles of Training and Development (Answer Self-assessment)
		Unit 3: 44-62	3.3.1 - 3.3.5	19	3.3 Training and Development Techniques (Answer Self-assessment)
TH		Unit 3: 64-69	3.4.1 - 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)
		Unit 3: 84-105	3.6.1 - 3.6.8	22	3.6 Talent Management Programs (cont) (Answer Self-assessment)
		Unit 3: 105-120	3.7 - 3.7.4	16	3.7 Performance Management

F	Unit 3: 120-143 Unit 3: 146-162	3.7.5 - 3.7.11 3.8 - 3.8.9	24 17	3.7 Performance Management (cont) (Answer Self-assessment) 3.8 Change Management (Answer Self-assessment)
S	CATCH UP & REVIEW			
<b>WEEK THREE</b>				
M	Unit 3: 164-175 Unit 3: 178-183 <b>Review Unit 3 &amp; Take Practice Exams</b> Unit 4: 2-13 Unit 4: 16-21 Unit 4: 24-34	3.9 - 3.9.4 3.10 - 3.10.3 4.1 - 4.1.5 4.2 - 4.2.4 4.3 - 4.3.5	12 6 12 6 11	3.9 Organizational Development Interventions (Answer Self-assessment) 3.10 Employee Retention <b>Score:</b> 4.1 Total Rewards: Financial and Non-financial (Answer Self-assessment) 4.2 The Wage-Level Decision (Answer Self-assessment) 4.3 Job Evaluation Methods (Answer Self-assessment)
T	Unit 4: 36-47 Unit 4: 50-54 Unit 4: 56-83	4.4 - 4.4.8 4.5.1 - 4.5.6 4.6 - 4.6.8	12 5 28	4.4 Job Pricing and Pay Rate Administration (Answer Self-assessment) 4.5 Economic Factors Affecting Compensation (Answer Self-assessment) 4.6 Incentive Compensation Systems (cont) (Answer Self-assessment)
W	Unit 4: 86-95 Unit 4: 98-122	4.7 - 4.7.6 4.8 - 4.8.8	10 25	4.7 Executive Compensation (Answer Self-assessment) 4.8 Compensation Laws and Regulations (Answer Self-assessment)
TH	Unit 4: 124-151 Unit 4: 154-163 Unit 4: 166-173	4.9 - 4.9.9 4.10 - 4.10.2 4.11 - 4.11.5	28 10 8	4.9 Employee Benefit Programs (cont)(Answer Self-assessment) 4.10 Health Care Benefits (Answer Self-assessment) 4.11 Managing Employee Benefit Programs (Answer Self-assessment)
F	Unit 4: 176-198 Unit 4: 200-204 <b>Review Unit 4 &amp; Take Practice Exams</b> Unit 5: 2-3 Unit 5: 6-16	4.12 - 4.12.9 4.13 - 4.13.2 5.1 5.2 - 5.2.5	23 5 2 11	4.12 Benefits Laws and Regulations (Answer Self-assessment) 4.13 Evaluating Strategy & Program Effectiveness (Answer Self-assessment) <b>Score:</b> 5.1 Employee Relations (Answer Self-assessment) 5.2 Employee Engagement (Answer Self-assessment)
S	CATCH UP & REVIEW			
<b>WEEK FOUR</b>				
M	Unit 5: 18-31 Unit 5: 34-39 Unit 5: 42-51 Unit 5: 54-65	5.3 - 5.3.8 5.4 - 5.4.3 5.5.1 - 5.5.5 5.6 - 5.6.6	14 6 10 12	5.3 Employee Involvement Strategies (Answer Self-assessment) 5.4 Diveristy, Equity, and Inclusion (Answer Self-assessment) 5.5 Labor Relations (Answer Self-assessment) 5.6 Union Representation of Employees (Answer Self-assessment)
	Unit 5: 68-75 Unit 5: 78-88	5.7.1 - 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	5.9 - 5.9.9	12	5.9 Collective Bargaining (Answer Self-assessment)
	Unit 5: 104-107	5.10 - 5.10.3	4	5.10 Maintaining Nonunion Status (Answer Self-assessment)
	Unit 5: 110-112	5.11-5.11.4	3	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)
	Unit 5: 130-142	5.13 - 5.13.5	13	5.13 Employee Discipline Systems (Answer Self-assessment)
	Unit 5: 144-154	5.14 - 5.14.6	11	5.14 Individual Employment Rights (Answer Self-assessment)
	Unit 5: 156-170	5.15 - 5.15.7	15	5.15 Workforce Behavior Problems (Answer Self-assessment)
TH	Unit 5: 174-183	5.16 - 5.16.5	10	5.16 Organizational Exit (Answer Self-assessment)
	Unit 5: 186-187	5.17	2	5.17 Risk Management(Answer Self-assessment)
	Unit 5: 190-214	5.18 - 5.18.8	25	5.18 Safety (Answer Self-assessment)
	Unit 5: 218-235	5.19 - 5.19.5	18	5.19 Health
F	Unit 5: 235-248	5.19.6 - 5.19.9	14	5.19 Health (cont) (Answer Self-assessment)
	Unit 5: 250-284	5.20.1 - 5.20.7	35	5.20 Security (Answer Self-assessment)
<b>Review Unit 5 &amp; Take Practice Exams</b>				<b>Score:</b>
S	CATCH UP & REVIEW			
<b>REVIEW TIME</b>				
	REVIEW			
	<b>Take: Timed Comprehensive Exam #1</b>			<b>Score:</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>