

aPHR 4 WEEK STUDY SCHEDULE: 2023 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
WEEK ONE					
M		Unit 1: 1-7 Uni 1: 9-20	Introduction 1.1.1-1.1.4	7 12	A Basic Overview of Human Resources 1.1 Employment Discrimination
T		Unit 1: 21-30 Unit 1: 32-40	1.1.5-1.1.9 1.2.1-1.2.2	10 9	1.1 Employment Discrimination (cont) (Answer Self-assessment) 1.2 Human Resource Planning (Answer Self-assessment)
W		Unit 1: 41-49 Unit 1: 50-62	1.3.1-1.3.6 1.4.1-1.4.4	9 13	1.3 Job Analysis, Description, and Specification (Answer Self-assessment) 1.4 Recruitment (Answer Self-assessment)
TH		Unit 1: 63-82 Review Unit 1 & Take Practice Exams	1.5.1-1.5.9	10	1.5 Selection Scores:
F		Unit 2: 95-109	2.1.1-2.1.6	15	2.1 Training and Development (Answer Self-assessment)
S		CATCH UP & REVIEW			
WEEK TWO					
M		Unit 2: 111-114 Unit 2: 115-118 Unit 2: 119-127	2.2.1-2.2.2 2.3.1-2.3.2 2.4.1-2.4.2	4 4 9	2.2 Presenting the Training: Delivery (Answer Self-assessment) 2.3 Evaluation of Training Effectiveness (Answer Self-assessment) 2.4 Talent Management Programs (Answer Self-assessment)
T		Unit 2: 128-142	2.5.1-2.5.4	15	2.5 Performance Management
W		Unit 2: 143-151 Unit 2: 153-158 Review Unit 2 & Take Practice Exams Unit 3: 167-171	2.6.1-2.6.6 2.7.1-2.7.3 3.1.1-3.1.3	9 6 5	2.6 Change Management (Answer Self-assessment) 2.7 Employee Retention (Answer Self-assessment) Scores: 3.1 Total Rewards: Financial and Non-financial (Answer Self-assessment)
TH		Unit 3: 172-174 Unit 3: 175-181 Unit 3: 183-192	3.2.1 3.3.1-3.3.4 3.4.1-3.4.5	3 7 10	3.2 The Wage-level Decision (Answer Self-assessment) 3.3 Job Evaluation Methods (Answer Self-assessment) 3.4 Incentive Compensation Systems (Answer Self-assessment)
F		Unit 3: 193-204 Unit 3: 205-214	3.5.1-3.5.3 3.6.1-3.6.6	12 10	3.5 Compensation Laws and Regulations (Answer Self-assessment) 3.6 Employee Benefit Programs (Answer Self-assessment)
S		CATCH UP & REVIEW			

WEEK THREE					
M	Unit 3: 215-220	3.7.1-3.7.2	6	3.7 Health Care Benefits (Answer Self-assessment)	
	Unit 3: 221-225	3.8.1-3.8.3	4	3.8 Managing Employee Benefit Programs (Answer Self-assessment)	
	Unit 3: 226-239	3.9.1-3.9.7	14	3.9 Benefits Laws and Regulations (Answer Self-assessment)	
	Review Unit 3 & Take Practice Exams			Scores:	
T	Unit 4: 249-251	4.1	3	4.1 Employee Relations (Answer Self-assessment)	
	Unit 4: 252-262	4.2.1-4.2.5	11	4.2 Human Resource Management (Answer Self-assessment)	
	Unit 4: 263-268	4.3.1-4.3.3	6	4.3 Organizational Strategy (Answer Self-assessment)	
W	Unit 4: 269-275	4.4.1-4.4.3	7	4.4 Effective HR Management (Answer Self-assessment)	
	Unit 4: 276-283	4.5.1-4.5.4	8	4.5 HR Technology and Communication (Answer Self-assessment)	
	Unit 4: 284-289	4.6.1-4.6.6	6	4.6 Organizational Design and Development (Answer Self-assessment)	
TH	Unit 4: 290-296	4.7.1-4.7.5	7	4.7 Organizational Culture (Answer Self-assessment)	
	Unit 4: 297-302	4.8.1-4.8.3	6	4.8 Diversity, Equity, and Inclusion (Answer Self-assessment)	
	Unit 4: 303-309	4.9.1-4.9.4	5	4.9 Ethics (Answer Self-assessment)	
F	Unit 4: 310-318	4.10.1-4.10.3	9	4.10 HR Research and Analytics (Answer Self-assessment)	
	Unit 4: 319-323	4.11.1-4.11.2	5	4.11 Employee Engagement (Answer Self-assessment)	
	Unit 4: 324-328	4.12.1-4.12.6	5	4.12 Alternative Work Schedules (Answer Self-assessment)	
S	CATCH UP & REVIEW				
WEEK FOUR					
M	Unit 4: 329-331	4.13.1-4.13.3	3	4.13 Labor Relations (Answer Self-assessment)	
	Unit 4: 332-339	4.14.1-4.14.4	8	4.14 Grievance Systems (Answer Self-assessment)	
	Unit 4: 340-343	4.15.1-4.15.3	4	4.15 Employee Discipline Systems (Answer Self-assessment)	
	Unit 4: 345-348	4.16.1-4.16.2	4	4.16 Individual Employment Rights (Answer Self-assessment)	
T	Unit 4: 349-357	4.17.1-4.17.6	9	4.17 Workforce Behavior Problems (Answer Self-assessment)	
	Unit 4: 358-366	4.18.1-4.18.4	8	4.18 Organizational Exit (Answer Self-assessment)	

		Review Unit 4 & Take Practice Exams			Scores:
W		Unit 5: 377-379	5.1.1-5.1.2	3	5.1 Risk Management (Answer Self-assessment)
		Unit 5: 380-395	5.2.1-5.2.7	16	5.2 Safety (Answer Self-assessment)
TH		Unit 5: 396-405	5.3.1-5.3.3	10	5.3 Health (Answer Self-assessment)
		Unit 5: 406-416	5.4.1-5.4.4	11	5.4 Security
F		Unit 5: 416-425	5.4.5-5.4.6	10	5.4 Security (cont) (Answer Self-assessment)
		Review Unit 5 & Take Practice Exams			Scores:
S		CATCH UP & REVIEW			
REVIEW TIME					
		REVIEW			
		Take: Timed Comprehensive Exam #1			Scores:
		REVIEW			
		Take: Timed Comprehensive Exam #2			Scores:
		REVIEW			
		Take: Official Exam as Scheduled			PASS EXAM!!!