

PHR/SPHR 4 WEEK STUDY SCHEDULE: 2025 HRCP Program - 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:
WEEK ONE					
M		Unit 1: 2-17	1.1 - 1.1.7	16	1.1 Strategic Human Resource Management (Answer Self-assessment)
		Unit 1: 20-39	1.2 - 1.2.6	20	1.2 Organizational Strategy (Answer Self-assessment)
		Unit 1: 41-54	1.3 - 1.3.4	14	1.3 HR Control and Evaluation (Answer Self-assessment)
T		Unit 1: 58-71	1.4 - 1.4.4	14	1.4 HR Technology and Communication (Answer Self-assessment)
		Unit 1: 74-93	1.5 - 1.5.4	20	1.5 Organizational Environments (Answer Self-assessment)
		Unit 1: 96-105	1.6 - 1.6.7	10	1.6 Organizational Design & Development (Answer Self-assessment)
		Unit 1: 108-117	1.7 - 1.7.7	10	1.7 Organizational Culture (Answer Self-assessment)
W		Unit 1: 120-136	1.8 - 1.8.11	17	1.8 Global HR Management (Answer Self-assessment)
		Unit 1: 140-147	1.9 - 1.9.4	8	1.9 Leadership & Management Theories (Answer Self-assessment)
		Unit 1: 150-157	1.10 - 1.10.4	8	1.10 Decision Making (Answer Self-assessment)
		Unit 1: 160-177	1.11 - 1.11.3	19	1.11 Ethics (Answer Self-assessment)
TH		Unit 1: 180-196	1.12 - 1.12.4	17	1.12 HR Research and Analytics (Answer Self-assessment)
		Review Unit 1 & Take Practice Exams			Score:
F		Unit 2: 2-21	2.1 - 2.1.3	20	2.1 Employment Discrimination
		Unit 2: 21-50	2.1.4 - 2.1.11	30	2.1 Employment Discrimination (cont) (Answer Self-assessment)
S		Unit 2: 54-79	2.2 - 2.2.5	26	2.2 Human Resource Planning (cont) (Answer Self-assessment)
		CATCH UP & REVIEW			
WEEK TWO					
M		Unit 2: 82-91	2.3.1 - 2.3.7	10	2.3 Job Analysis, Description, and Specification (Test Your Knowledge)
		Unit 2: 94-110	2.4 - 2.4.5	17	2.4 Recruitment (Answer Self-assessment)
		Unit 2: 112-136	2.5 - 2.5.6	25	2.5 Selection
T		Unit 2: 136-159	2.5.7 - 2.5.13	24	2.5 Selection (cont) (Answer Self-assessment)
		Review Unit 2 & Take Practice Exams			Score:
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: 44-63	3.3.1 - 3.3.5	20	3.3 Training and Development Techniques (Answer Self-assessment)
TH		Unit 3: 66-71	3.4.1 - 3.4.2	6	3.4 Presenting the Training: Delivery (Answer Self-assessment)
		Unit 3: 74-84	3.5 - 3.5.4	11	3.5 Evaluation of Training Effectiveness (Answer Self-assessment)
		Unit 3: 85-112	3.6.1 - 3.6.8	28	3.6 Talent Management Programs (cont) (Answer Self-assessment)
		Unit 3: 113-122	3.7 - 3.7.4	10	3.7 Performance Management

F	Unit 3: 122-145 Unit 3: 148-164	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			
WEEK THREE				
M	Unit 3: 166-178 Unit 3: 180-185 Review Unit 3 & Take Practice Exams 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	13 6 12 6 11	3.9 Organizational Development Interventions (Answer Self-assessment) 3.10 Employee Retention Score: 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: 56-84	4.4 - 4.4.8 4.5.1 - 4.5.6 4.6 - 4.6.8	12 5 29	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: 202-206 Review Unit 4 & Take Practice Exams 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) Score: 5.1 Employee Relations (Answer Self-assessment) 5.2 Employee Engagement (Answer Self-assessment)
S	CATCH UP & REVIEW			
WEEK FOUR				
M	Unit 5: 18-32 Unit 5: 36-41 Unit 5: 44-53 Unit 5: 56-67	5.3 - 5.3.8 5.4 - 5.4.3 5.5.1 - 5.5.5 5.6 - 5.6.6	15 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: 70-77 Unit 5: 80-90	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: 92-103	5.9 - 5.9.9	12	5.9 Collective Bargaining (Answer Self-assessment)
	Unit 5: 106-109	5.10 - 5.10.3	4	5.10 Maintaining Nonunion Status (Answer Self-assessment)
	Unit 5: 112-114	5.11-5.11.4	3	5.11 Public Sector Labor Relations (Answer Self-assessment)
W	Unit 5: 114-129	5.12 - 5.12.5	14	5.12 Grievance Systems (Answer Self-assessment)
	Unit 5: 132-144	5.13 - 5.13.5	13	5.13 Employee Discipline Systems (Answer Self-assessment)
	Unit 5: 146-156	5.14 - 5.14.6	11	5.14 Individual Employment Rights (Answer Self-assessment)
	Unit 5: 158-173	5.15 - 5.15.7	16	5.15 Workforce Behavior Problems (Answer Self-assessment)
TH	Unit 5: 176-185	5.16 - 5.16.5	10	5.16 Organizational Exit (Answer Self-assessment)
	Review Unit 5 & Take Practice Exams		Score:	
	Unit 6: 2-3	6.1	2	6.1 Risk Management(Answer Self-assessment)
	Unit 6: 6-31	6.2 -6.2.8	26	6.2 Safety (Answer Self-assessment)
F	Unit 6: 34-51	6.3 - 6.3.5	18	6.3 Health
	Unit 6: 51-64	6.3.6 - 6.3.9	14	6.3 Health (cont) (Answer Self-assessment)
	Unit 6: 66-100	6.4.1 -6.4.7	35	6.4 Security (Answer Self-assessment)
	Review Unit 6 & Take Practice Exams		Score:	
S	CATCH UP & REVIEW			
REVIEW TIME				
	REVIEW			
	Take: Timed Comprehensive Exam #1		Score:	
	REVIEW			
	Take: Timed Comprehensive Exam #2		Scores:	
	REVIEW			
	Take: Timed Comprehensive Exam #3		Scores:	
	REVIEW			
	Take: Official Exam as Scheduled		PASS EXAM!!!	