

aPHR 4 WEEK STUDY SCHEDULE: 2025 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: 9-21	Introduction 1.1.1-1.1.4	7 13	A Basic Overview of Human Resources 1.1 Employment Discrimination
T		Unit 1: 21-31 Unit 1: 33-41	1.1.5-1.1.10 1.2.1-1.2.2	11 9	1.1 Employment Discrimination (cont) (Answer Self-assessment) 1.2 Human Resource Planning (Answer Self-assessment)
W		Unit 1: 42-50 Unit 1: 51-64	1.3.1-1.3.6 1.4.1-1.4.4	9 14	1.3 Job Analysis, Description, and Specification (Answer Self-assessment) 1.4 Recruitment (Answer Self-assessment)
TH		Unit 1: 65-84 Review Unit 1 & Take Practice Exams	1.5.1-1.5.9	20	1.5 Selection Scores:
F		Unit 2: 97-112	2.1.1-2.1.6	16	2.1 Training and Development (Answer Self-assessment)
S		CATCH UP & REVIEW			
WEEK TWO					
M		Unit 2: 113-116 Unit 2: 117-120 Unit 2: 121-129	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: 130-144	2.5.1-2.5.4	15	2.5 Performance Management
W		Unit 2: 145-153 Unit 2: 155-160 Review Unit 2 & Take Practice Exams Unit 3: 169-173	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: 174-176 Unit 3: 177-183 Unit 3: 185-194	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: 195-206 Unit 3: 207-216	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: 218-223	3.7.1-3.7.2	6	3.7 Health Care Benefits (Answer Self-assessment)	
	Unit 3: 225-228	3.8.1-3.8.3	4	3.8 Managing Employee Benefit Programs (Answer Self-assessment)	
	Unit 3: 229-242	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: 251-253	4.1	3	4.1 Employee Relations (Answer Self-assessment)	
	Unit 4: 254-264	4.2.1-4.2.5	11	4.2 Human Resource Management (Answer Self-assessment)	
	Unit 4: 265-270	4.3.1-4.3.3	6	4.3 Organizational Strategy (Answer Self-assessment)	
W	Unit 4: 271-277	4.4.1-4.4.3	7	4.4 Effective HR Management (Answer Self-assessment)	
	Unit 4: 278-286	4.5.1-4.5.4	9	4.5 HR Technology and Communication (Answer Self-assessment)	
	Unit 4: 287-292	4.6.1-4.6.6	6	4.6 Organizational Design and Development (Answer Self-assessment)	
TH	Unit 4: 293-299	4.7.1-4.7.5	7	4.7 Organizational Culture (Answer Self-assessment)	
	Unit 4: 300-305	4.8.1-4.8.3	6	4.8 Diversity, Equity, Inclusion, and Belonging (Answer Self-assessment)	
	Unit 4: 306-312	4.9.1-4.9.4	7	4.9 Ethics (Answer Self-assessment)	
F	Unit 4: 313-321	4.10.1-4.10.3	9	4.10 HR Research and Analytics (Answer Self-assessment)	
	Unit 4: 322-326	4.11.1-4.11.2	5	4.11 Employee Engagement (Answer Self-assessment)	
	Unit 4: 327-332	4.12.1-4.12.6	6	4.12 Alternative Work Schedules (Answer Self-assessment)	
S	CATCH UP & REVIEW				
WEEK FOUR					
M	Unit 4: 333-335	4.13.1-4.13.3	3	4.13 Labor Relations (Answer Self-assessment)	
	Unit 4: 336-343	4.14.1-4.14.4	8	4.14 Grievance Systems (Answer Self-assessment)	
	Unit 4: 344-347	4.15.1-4.15.3	4	4.15 Employee Discipline Systems (Answer Self-assessment)	
	Unit 4: 348-351	4.16.1-4.16.2	4	4.16 Individual Employment Rights (Answer Self-assessment)	
T	Unit 4: 352-360	4.17.1-4.17.6	9	4.17 Workforce Behavior Problems (Answer Self-assessment)	
	Unit 4: 362-369	4.18.1-4.18.4	8	4.18 Organizational Exit (Answer Self-assessment)	

		Review Unit 4 & Take Practice Exams			Scores:
W		Unit 5: 381-383	5.1.1-5.1.2	3	5.1 Risk Management (Answer Self-assessment)
		Unit 5: 384-399	5.2.1-5.2.7	16	5.2 Safety (Answer Self-assessment)
TH		Unit 5: 400-409	5.3.1-5.3.3	10	5.3 Health (Answer Self-assessment)
		Unit 5: 410-420	5.4.1-5.4.4	11	5.4 Security
F		Unit 5: 420-429	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!!!