



Clinical Trial Manager (CTM) TRAINING COURSE

COURSE DETAILS & OUTLINE

Many hiring companies offer helpful on-boarding training for CTMs.

Based on our experience, there is a lot more you need to know!

That is why we created the CTM Training Course — to provide additional training, beyond the SOPs.

This is the training we wish we would have had!

We offer 2 types of training so that no matter your experience level or current Clinical Research role, we've got you covered with the best, most complete training!

PAYMENT PLANS AVAILABLE!

\$2,497

PAYMENT PLANS & FINANCING AVAILABLE!

\$4,997

SELF-PACED TRAINING

BUY NOW

ALL ACCESS + LIVE TRAINING

REGISTER

WHO IS IT FOR? While this training is for anyone with 4+ years in the Clinical Research industry, it is best for those already in the CTM role who want to take their career to the next level or learn more about a particular phase of a study such as Study Start-Up or Close-Out.

HOW DOES IT DIFFER FROM THE LIVE TRAINING?

You get everything included in the All Access + LIVE Training except for the 12.5 instructor-led hours of live training and 1 month free in the CTM Training Group (instead of 1 year).

WHEN CAN I START? Due to the self-paced nature of the course, you get immediate access to the materials and can begin and complete whenever your schedule allows! Plus, you'll have lifetime access to the course materials! Whenever you need a refresher, the content and training will be there for you!

WHO IS IT FOR? This course is best for brand new CTMs (those with 1-2 years experience in the Clinical Research industry) or experienced CRAs or other Clinical Research Professionals looking to become a CTM at a Sponsor or CRO company.

HOW DOES IT DIFFER FROM THE SELF-PACED? This is a more hands-on class structure in which you'll have 12.5 LIVE training hours with our expert instructor, plus all the other amazing benefits listed on page 5. With a more guided approach, you'll have more opportunities to ask questions and receive detailed responses. Plus, you'll get 1 year FREE in the Mighty Networks CTM Training Group!

WHEN CAN I START? We offer the All Access + LIVE Training Course once a quarter. Click on the Register button above to find out when the next course will begin. There are limited seats so buy now to guarantee your spot in the next session! We'll touch base with you 2 weeks prior to the course for prep work!

“Coming from a CRA role, most of my day-to-day has been focused at the site level, but the ClinEssentials CTM Training Course pushed me to think more critically about trial oversight, how to anticipate and manage risk before it escalates, and how decisions made at different points can impact the overall trajectory of a study. I’m excited to start applying this more intentionally in my current role and continue growing into CTM-level responsibilities.

— Nancy T., Senior CRA & 2026 Course Student



IMPORTANT DATES

SELF-PACED TRAINING

If you choose to take the Self-Paced Training, you will have access to our expert instructor during the Office Hours (Q&A sessions). Attendance for the Office Hours is not required to complete the course but is a great opportunity to collaborate with others and have access to the instructor in the CTM Training Group.

OFFICE HOURS SCHEDULE FRIDAYS 1-2pm EST

Check for the current Office Hours dates on Mighty Networks or via the course emails being sent to the email with which you registered.

ALL ACCESS + LIVE TRAINING

If you choose to take the All Access + LIVE Training, you will have access to our expert instructor during both the LIVE training sessions as well as the Office Hours (Q&A sessions). Attendance for the Office Hours is not required to complete the course but is a great opportunity to collaborate with others and have more hours with our expert instructor! And don't forget, you'll have direct access to the course instructor via the Office Hours for 1 year after course completion!

LIVE TRAINING SESSIONS WEDNESDAYS 7-9:30pm EST

OFFICE HOURS SCHEDULE FRIDAYS 1-2pm EST

Check for the current LIVE Training Sessions and Office Hours dates on Mighty Networks or via the course emails being sent to the email with which you registered.

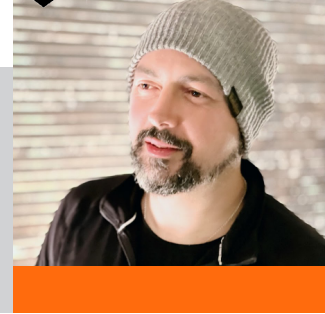


This course surpassed every expectation. What sets it apart is how deeply grounded it is in practical, real-world application. Tiffany's hands-on approach brought clarity to everyday challenges that no other course had prepared me for. Each module was insightful, actionable, and immediately useful in my role. Tiffany's expertise shines through every lesson. This course is invaluable for anyone aiming to excel as a Clinical Trial Manager.

— S.N., 2026 Course Student

View the expansive topics we'll discuss throughout the course!





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This is the new way to have courses; much more valuable than a university. There's no place else to learn it. And Tiffany is one of the only people who could have taught it!

DAN SFERA The Clinical Trials Guru



COURSE OVERVIEW

MODULE 1: COURSE OVERVIEW Welcome! The CTM Training Course will take you step by step from Study Initiation to Study Conduct to Study Close-Out. We will kick off the course with introductions and introductory information! This is our opportunity to learn about the other participants (for the All Access + LIVE course only) and become familiar with CTM Training and how the course will work.

MODULE 2: STUDY INITIATION Our learning begins with a detailed discussion of the Clinical Trial Manager role, including its importance on each study and characteristics of successful CTMs. We then dive into Study Initiation, which can be one of the most challenging phases for CTMs due to numerous activities and responsibilities that occur simultaneously. From Project Kick-Off and Site Feasibility to Project Plans and Investigator Meetings, we will cover it all - *and then some!*

MODULE 3: STUDY CONDUCT Study Conduct, also called Study Maintenance, is when Clinical Trial Managers are responsible for achieving key study milestones. During this phase, CTMs are actively involved with study metrics, recruitment, and retention. We begin with Site Initiation Visits and end with Last Patient Last Visit - and you will learn about everything in between!

MODULE 4: STUDY CLOSE-OUT Study Close-Out is the final phase of the Clinical Trial Life Cycle and the Clinical Trial Manager ensures all study activities are completed prior to Database Lock so the study remains on track for the Clinical Study Report (CSR) and final eTMF closure. You may realize this is more complicated than it sounds - and you are right! However, you will be ready to tackle Close-Out after this training!

MODULE 5: GENERAL CONSIDERATIONS AS A CTM A Clinical Trial Manager is a management-level position, which comes with a unique set of responsibilities that are important to a CTM's success in the role and to the overall success of the clinical trial. The course continues with best practices for working with teams, communication techniques, problem solving, and yes... a discussion about how to achieve that precious work/life balance!

MODULE 6: CAREER RECOMMENDATIONS AS A CTM The CTM Training Course wraps up with a focus on your future! We'll discuss reviewing job descriptions, resume and interview tips, as well as how to become a CTM contractor. We will even share our secret on how you can get \$5K more in salary!

BONUS CONTENT MODULE: UNBLINDED CLINICAL TRIAL MANAGER This is bonus information that you may not realize you need, but will be thankful to know! Does your study have an unblinded component? If so, you must have an Unblinded Clinical Trial Manager (uCTM). This module outlines the uCTM role which is different from the Clinical Trial Manager role discussed in the course.

BONUS CONTENT: SUPPLEMENTAL LIBRARY This bonus library contains additional in-depth videos on various CTM topics.





COURSE AGENDA

MODULE 1: COURSE OVERVIEW

Welcome
 Course Roadmap and Outline
 Suggested Self-Paced Learning Schedule
 CTM Training Course Exclusive Support Group
 Office Hours
 Supplemental Training Library
 CTM Training Workbook
 Where Can I Find Course Contents?
 Sponsor CTM or CRO CTM
 Meet Your Instructor

MODULE 2: STUDY INITIATION

PART 1

Clinical Research Overview
 The Clinical Trial Manager Role
 Characteristics of Successful CTMs
 Who Does the CTM Routinely Interact With?
 Am I a CTM or Study Manager?
 Career Paths to CTM
 Study Initiation: 8 Sub-Categories
 Request for Proposal (RFP)
 Bid Defense
 Study Award
 Statement of Work (Scope of Work)
 Project Resourcing

PART 2

Project Kick-Off
 Core Document Finalization and Processes
 Site Feasibility
 Vendor Selection/Set-Up

Project Plans
 Site Materials
 Investigator Meeting Planning
 Other Considerations

MODULE 3: STUDY CONDUCT

Site Initiation Visit
 Key Milestones
 First Site Initiated
 Site Greenlight to Screen
 First Patient First Visit
 First Patient Enrolled
 Study Metrics
 Subject Recruitment
 Subject Retention
 Subject Recruitment and Retention Plan
 Ongoing CTM Responsibilities - Recurring Actions
 Less Frequent Activities
 Activities Dependent on Statement of Work or Protocol
 Last Patient Last Visit

MODULE 4: STUDY CLOSE-OUT

Preparing for Database Lock
 Close-Out Visits
 Final Payment Reconciliation
 Central IRB Closure
 Team Meetings
 Project Resourcing
 Clinical Study Report
 Final eTMF Closure
 Lessons Learned

MODULE 5: GENERAL CONSIDERATIONS AS A CTM

Working with Teams
 Communication
 Problem Solving
 Study Phase Nuances
 Study Transitions
 Ongoing CTM Tasks
 Working with Technology

MODULE 6: CAREER RECOMMENDATIONS AS A CTM

Job Descriptions
 Resume/Curriculum Vitae
 Interviews
 Salary Negotiations
 Contract CTM
 Mighty Networks Membership
 Other ClinEssentials Services
 Course Completion

BONUS CONTENT: UNBLINDED CLINICAL TRIAL MANAGER

What is an Unblinded Clinical Trial Manager?
 Core Responsibilities of an uCTM
 Allocated Time uCTMs and uCRAs Spend on a Study
 Tips for Maintaining the Blind on Unblinded Studies

BONUS CONTENT: SUPPLEMENTAL LIBRARY

Additional in-depth videos on various CTM topics

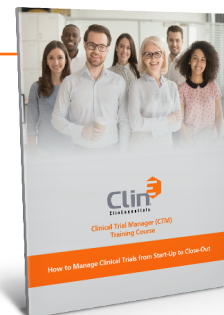


TRAINING & ACTIVITY WORKBOOK

Each participant will receive a Course Workbook which contains practical applications and activities based on real-world CTM scenarios.

Workbook activities correspond with the topics in each module. Answers are discussed during Live Training sessions or via detailed video answers.

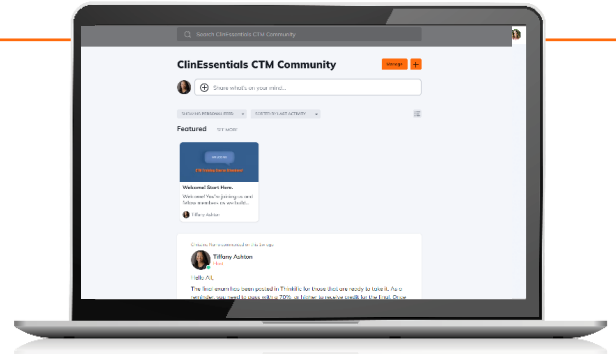
This valuable tool can be used as a fillable PDF or can be downloaded or printed and used as a hard copy.



TRAINING SUPPORT COMMUNITY



As a participant of the ClinEssentials CTM Training Course, you receive a FREE MEMBERSHIP to the ClinEssentials CTM Training Course Exclusive Group hosted by Mighty Networks. Participants have access during the course AND for 1 full year (1 month after for Self-Paced Training participants)!



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The CTM role is so important and there is so much to know, so when you take advantage of opportunities to learn and equip yourself with knowledge and strategies, you are paving your path to success.

”

TIFFANY ASHTON MAS, CCRA and ClinEssentials Expert CTM Course Instructor

WONDERING IF THIS COURSE IS FOR YOU?

If you were “trained” to be a Clinical Trial Manager by reading SOPs or if you still had (many) questions after completing the training provided by your company, this course is meant to fill in the blanks, provide professional guidance and proven strategies, and lead you to feel confident and be successful in the CTM role.

Along with all the value included in the detailed course videos, templates and worksheets, you’ll also receive:

- ✓ Career Consulting
 - ✓ Educational Materials and Resources
 - ✓ LIFETIME Access to Course Content
 - ✓ Networking and Continuing Education through the CTM Training Exclusive Group
 - ✓ Opportunity to submit your resume for a CTM role with one of the top CROs and/or clinical research recruitment firms
 - ✓ And Much More!
- AND, we’ll let you in on a little secret — a proven salary negotiation tip that could get you \$5K more than your initial offer!**

FLEXIBLE PAYMENT OPTIONS

We offer flexible payment options for your convenience. Questions? Contact us — we’re happy to assist!

SPLIT PAYMENT

First payment: Due at the time of registration to secure your spot.
Final payment: Due within two weeks of the initial payment.

FINANCIAL LOAN

SoFi & Affirm Financing options for the course can be as low as \$100 per month for those who qualify!

[LEARN MORE](#)

CE CREDITS (TUITION REIMBURSEMENT)

Tap into your continuing education monies and possibly get your training for free!

[LEARN MORE](#)

ARE YOU READY
for training beyond the SOPs?

Learn More About Each Course Format Below

SELF-PACE CTM COURSE

ALL ACCESS + LIVE CTM COURSE