

Team Attendance Form for Training Sessions

The **team attendance form** sample for training sessions helps organizations efficiently track participant presence and ensure accountability. This structured template simplifies data collection and supports accurate record-keeping. Utilizing such forms enhances training management and overall team coordination.

Training Date:
Session Topic:
Trainer Name:
Location:

#	Team Member Name	Department	Present	Absent	Remarks
1	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Note: Please indicate each member's attendance and include any relevant remarks (e.g., late arrival, early departure).

**Trainer's
Signature:** **Date:**