

Detailed Training Attendance Record Sheet

A **detailed training attendance record sheet** ensures accurate tracking of participant presence during training sessions. It helps organizations maintain comprehensive records for compliance and performance evaluation. This sheet typically includes participant names, dates, and signature fields for verification.

S/N	Participant Name	Department	Training Dates					Signature	Remarks
			Day 1	Day 2	Day 3	Day 4	Day 5		
1			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Instructions:

- Tick the box for each day the participant was present.
- Participants must sign in the **Signature** column each day.
- Record any important notes in the **Remarks** column.
- You can add or remove participant rows as needed.