

# Employee Training Attendance Form

This **Employee training attendance form** sample template is designed to efficiently track participants' presence during training sessions. It ensures accurate record-keeping and helps organizations monitor employee development. Easily customizable to suit various training programs and attendance requirements.

Training Program		Date	Location		
No.	Employee Name	Employee ID	Department	Signature	Remarks
1					
2					
3					
4					
5					

**Trainer/Facilitator Name:**

**Signature:**

**HR/Manager Name:**

**Signature:**