

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:
