

Employee Training Attendance Log Form

This **employee training attendance log form** sample helps organizations efficiently track and document employee participation in training sessions. It ensures accurate record-keeping for compliance and performance review purposes. Utilizing this form simplifies monitoring attendance and enhances training management processes.

Training Session Title:

Date:

Trainer(s) Name:

#	Employee Name	Department	Employee ID	Arrival Time	Departure Time	Signature	Remarks
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Note: Please ensure all details are completed accurately.