

Mandatory Training Attendance Log Form Sample

This **mandatory training attendance log form sample** helps organizations systematically record employee participation in required training sessions. It ensures compliance with company policies and regulatory standards by maintaining accurate attendance records. Using this form simplifies tracking and reporting for audits and evaluations.

Training Session Details

Training Title	E.g., Workplace Safety Training
Trainer Name	E.g., John Doe
Date	
Location	E.g., Conference Room A

Attendance Log

#	Employee Name	Employee ID	Department	Signature	Time In	Time Out
1						
2						
3						

Comments / Notes

Enter any relevant comments or notes here.

Verified by Trainer/Supervisor:

Date: