

# Monthly Training Attendance Log Form

The **monthly training attendance log form** sample is designed to efficiently track participant attendance for training sessions held each month. It helps organizations maintain accurate records, ensuring compliance and facilitating performance analysis. This template enhances training management by offering a clear and organized way to monitor attendance trends.

**Month:**

**Training Title:**

#	Participant Name	Department	Session Dates	Attendance (✓/—)	Signature	Remarks
1						
2						
3						

**Prepared by:** \_\_\_\_\_ **Date:** \_\_\_\_\_