

Team Building Training Attendance Form

Use this **team building training attendance form** sample to efficiently track participant presence during corporate workshops. It helps organizers maintain accurate records for improved event management and follow-up. This template ensures smooth coordination and accountability throughout the training process.

Training Details

Training Name	
Date	
Location	
Facilitator(s)	

Attendance

No.	Participant Name	Department/Team	Email	Signature	Arrival Time	Remarks
1						
2						
3						

Organizer's Notes