

Training Attendance Form Sample Excel Spreadsheet

This **training attendance form** sample Excel spreadsheet provides an efficient way to record and track participant presence during training sessions. Its organized layout ensures easy data entry and management for instructors and administrators. Designed for convenience, it enhances monitoring and reporting processes seamlessly.

Sample Training Attendance Form (Excel Layout)

Session Date	Trainer Name	Participant Name	Participant ID	Department	Time In	Time Out	Signature	Remarks
2024-07-10	Jane Smith	John Doe	EMP1001	Sales	09:00	12:00		
2024-07-10	Jane Smith	Mary Johnson	EMP1002	Marketing	09:05	12:00		
2024-07-10	Jane Smith	Michael Brown	EMP1003	IT	09:02	12:00		

How to Use This Spreadsheet

1. Enter the session date and trainer name at the top of each section.
2. List participants with their details in each row.
3. Record time in, time out, and gather signatures where applicable.
4. Add remarks or notes as necessary for each participant.

Download Sample

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