

# Training Session Participant Attendance Log

The **training session participant attendance log** is essential for tracking the presence and engagement of attendees during training events. It helps ensure accurate records for certification and compliance purposes. Maintaining this log facilitates better training management and follow-up communication.

No.	Participant Name	Department	Email Address	Date	Arrival Time	Departure Time	Signature	Comments
1								
2								
3								

Trainer/Facilitator Name: \_\_\_\_\_

Training Topic: \_\_\_\_\_

Session Date: \_\_\_\_\_