

# Workshop Training Attendance Record Form

This **Workshop Training Attendance Record Form** sample is designed to efficiently track participant presence and engagement during training sessions. It helps organizers maintain accurate attendance data for reporting and follow-up purposes. Utilizing this form ensures a well-documented record of workshop participants.

**Workshop Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Trainer/Facilitator:** \_\_\_\_\_

No.	Participant Name	Organization/Department	Email Address	Signature	Time In	Time Out	Remarks
1							
2							
3							

**Notes/Comments:**

**Form Prepared By:** \_\_\_\_\_

**Date:** \_\_\_\_\_