

Employee Training Attendance Report

The **employee training attendance report format** is designed to efficiently track participant presence during training sessions. This format ensures accurate documentation for compliance and performance analysis. It typically includes fields such as employee name, training date, and attendance status.

S/N	Employee Name	Employee ID	Department	Training Program	Training Date	Attendance Status	Signature	Remarks
1	Jane Doe	EMP1023	Human Resources	Workplace Safety	2024-05-20	Present		
2	John Smith	EMP1047	Finance	Workplace Safety	2024-05-20	Absent		Medical leave

Note:

- Attendance status: Present/Absent/Late/Excused
- This report is to be completed and signed by the trainer/instructor at the conclusion of each session.