

Monthly Training Attendance Record Form

This **monthly training attendance record form** sample helps organizations track employee participation in training sessions efficiently. It includes fields for dates, names, and attendance status, ensuring accurate documentation. Using this form enhances training management and compliance reporting.

Department/Team:

Training Topic/Session:

Month:

No.	Employee Name	Employee ID	Date	Attendance (Present/Absent)	Signature (if required)
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select <input type="button" value="▼"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select <input type="button" value="▼"/>	<input type="text"/>

Notes/Remarks:

Prepared by: Date: