

# Training Attendance Log Form

**Instructions:** Please record each participant's name, employee ID (if applicable), and collect their signature for every session attended.

Training Session Title: \_\_\_\_\_  
Date: \_\_\_\_\_  
Trainer/Facilitator Name: \_\_\_\_\_  
Location: \_\_\_\_\_

#	Participant Name	Employee ID	Signature	Time In	Time Out
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

This **printable training attendance log form sample** offers a convenient and organized way to track participant attendance during training sessions. Its clear layout ensures accurate record-keeping and easy reference for trainers and administrators. Download and customize this form to streamline your training documentation process.