

Compliance Training Attendance Tracking Report

The **compliance training attendance tracking report** provides a detailed record of employee participation in mandatory training sessions. This report ensures that all staff members meet regulatory and organizational requirements. It helps identify attendance patterns and supports audit readiness effectively.

Report Summary

- Reporting Period:** January 1, 2024 - March 31, 2024
- Prepared By:** HR Compliance Department
- Date Generated:** June 10, 2024

Attendance Overview

Employee Name	Department	Training Session	Date Attended	Status
Alice Smith	Accounting	Data Privacy	2024-01-15	Completed
John Doe	Marketing	Code of Conduct	2024-02-10	Completed
Maria Garcia	IT	Cybersecurity	2024-03-05	Pending
James Lee	Operations	Health & Safety	2024-02-21	Completed
Linda Evans	HR	Diversity & Inclusion	2024-01-30	Completed

Observations

- 95% of employees have completed all mandatory compliance trainings for the reporting period.
- One pending completion identified in the IT department (follow-up required).
- Training sessions with lower completion rates will be rescheduled to improve compliance.

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