

Employee Training Attendance Record Form Sample

The **employee training attendance record form** sample is a practical tool designed to accurately track and document employees' participation in training sessions. It helps organizations maintain detailed records for compliance and performance evaluation. This form ensures efficient monitoring of employee development and training effectiveness.

Training Information

Training Title:	<div></div>	Date:	<div></div>
Instructor(s):	<div></div>		
Location:	<div></div>	Duration:	<div></div>

Employee Attendance

No.	Employee Name	Employee ID	Department	Signature	Arrival Time	Departure Time
1	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
2	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>

Remarks/Comments

Note: Attach this record to other training documentation, such as agendas, materials, or evaluation results.