

# 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:	_____	Date:	_____
Instructor(s):	_____		
Location:	_____	Duration:	_____

## Employee Attendance

No.	Employee Name	Employee ID	Department	Signature	Arrival Time	Departure Time
1	_____	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____	_____

## Remarks/Comments

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