

HR Training Session Attendance Form

Use this **HR training session attendance form** sample to efficiently track employee participation in professional development events. It ensures accurate record-keeping and helps maintain compliance with training requirements. Customize the form to capture essential details such as attendee names, dates, and session topics.

Session Details

Session Title:

Date:

Trainer/Facilitator:

Topic/Description:

Attendee Information

Employee Name	Employee ID	Department	Signature	Time In	Time Out
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="HH:MM"/>	<input type="text" value="HH:MM"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="HH:MM"/>	<input type="text" value="HH:MM"/>

Submit Attendance

Reset