Online Training Attendance Log Form

Track and manage your trainees' participation efficiently with this **online training attendance log form** sample template. Designed for ease of use, it ensures accurate record-keeping and improved training session management. Customize and implement it seamlessly for all your training programs.

Training Session Title:

Enter training session name

Date:

Instructor/Trainer:

Instructor's name

#	Participant Name	Email	Department/Team	Join Time	Leave Time	Status	Remarks
1	Full name	Email	Department			Pr ▾	Remarks
2						Pr ▾	

Submit Attendance