

# Staff Training Attendance Form

This **staff training attendance form** sample is designed to efficiently record employee participation during training sessions. It helps in maintaining accurate attendance records for compliance and performance tracking. Utilizing this form ensures organized documentation of training activities within the organization.

## Training Session Details

Training Title	_____
Date	_____
Time	_____
Trainer/Facilitator	_____
Location	_____

## Attendance Record

No.	Employee Name	Employee ID	Department	Signature	Time In	Time Out
1	_____	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____	_____
3	_____	_____	_____	_____	_____	_____

## Remarks/Notes

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