

Training attendance sheet

Sign in when you arrive and out when you leave. One sheet per session.

COURSE		SESSION DATE	
DELIVERY		START TIME	
LOCATION OR LINK		END TIME	
TRAINER OR PROVIDER		DURATION (HOURS)	
MATERIALS VERSION		SESSION REF	

No.	Employee ID	Full name	Department	Time in	Time out	Signature	Score	Result
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

Trainer's declaration: I confirm that the people listed above attended this session and that the times recorded are correct.

	Name	Signature	Date
Trainer			
Reviewed by (manager)	Name	Signature	Date

After the session, add each person's result to the Training Record so the Training Matrix updates.