Training Attendance Sheet

Each attendee signs in on arrival and records the time out when they leave. Print your name clearly. Your signature confirms you attended the session described below. The trainer completes the session details and certification and returns the sheet to [HR / L&D] within [2] business days.

SESSION DETAILS

Course title

Course code / version

Training type

☐ New hire / onboarding ☐ Compliance (required) ☐ Safety ☐ Skills / product
☐ Leadership ☐ Refresher

Delivery method

☐ In person ☐ Virtual instructor-led ☐ Hybrid ☐ On-the-job

Date

Scheduled start and end time

Location or meeting link

Trainer name and title

Trainer qualification or certification (where required)

Materials used (deck version, handouts, policy versions)

Topics covered

ATTENDEE RECORD (ONE ROW PER ATTENDEE)

Printed name

Employee ID

Department / team

Time in

Time out

Signature

Date

Assessment result (score or pass/fail), if applicable

Completed in full

☐ Yes ☐ No, partial attendance ☐ No, left early

ABSENCES AND FOLLOW-UP

Registered but did not attend (names)

Make-up session date

Accommodations or language support provided

TRAINER CERTIFICATION

☐ I certify that the attendees signed in above attended this session for the times shown, and that the content listed was covered.

Trainer signature

Date

Date

HR / L&D USE ONLY

Entered in learning management system or training matrix on

Entered by

☐ Paid training hours recorded in timekeeping

Retention period / destroy after