

Training Attendance Sheet

Training Topic: _____

Date: _____

Trainer: _____

Department: _____

Location: _____

No.	Name	Employee ID	Designation	Signature	Time In	Time Out
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Trainer’s Signature: _____

Supervisor’s Signature: _____