

Annual Compliance Program Training Log

Organization Name:	Date:
Training Program Title:	

Training Details

Date of Training	Trainer Name	Location / Platform	Topics Covered	Duration

Training Attendance Log

#	Employee Name	Department	Date Attended	Signature
1				
2				

Important Notes:

- This log serves as official record of compliance training sessions and attendance.
- Ensure each attendee signs the log on the date of training for verification.
- Retain this document as required by your organization's policy and regulatory requirements.
- Review and update the log regularly to maintain accurate training records.