

# 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.