

Monthly Training Session Attendance Record

Department/Team: _____

Month & Year: _____

Session Topic: _____

Trainer(s): _____

Date of Session: _____

Session Duration: _____

Attendance List

#	Employee Name	Employee ID	Department/Position	Signature	Present/Absent
1					
2					
3					
4					
5					
6					

Trainer's Signature:

Supervisor/Manager:

Date:

Important Notes

- Ensure all attendees sign the document during or immediately after the session.
- Keep this record securely for compliance audit requirements and regulatory checks.
- Update the record with any make-up or remedial trainings conducted during the month.
- Signatures verify participation and understanding; incomplete records may lead to audit findings.
- Regular review and proper archiving of attendance records is critical for policy compliance.