

# Training Attendance Register

## Course Details

Course Title\*: \_\_\_\_\_

Course Date\*: \_\_\_\_\_

Trainer Name\*: \_\_\_\_\_

Location: \_\_\_\_\_

Duration (hours): \_\_\_\_\_

Training Type: \_\_\_\_\_ > *Options: Induction, Refresher, Task-specific, Other*

## Participant Attendance

Participants:

Name	Employee ID	Department	Completed	Signature

