Training Attendance Sheet

Training Topic: ________________________
Date: __________
Time: __________ to __________
Trainer/Instructor: ___________________
Location: __________________________
Duration: __________ hours

Attendance Record

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Employee ID</th>
<th>Departmen t/Position</th>
<th>Signature</th>
<th>Time In</th>
<th>Time Out</th>
<th>Remarks</th>
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Post-Training Feedback

1. Was the training content relevant to your job role?
   [ ] Yes
   [ ] Somewhat
   [ ] No

2. How would you rate the effectiveness of the trainer/instructor?
   [ ] Excellent
   [ ] Good
   [ ] Average
   [ ] Below Average
   [ ] Poor

This Training Attendance Sheet was created by Connecteam - the easiest way to manage your employees in one place
3. What did you find most useful from this training?

____________________________________________________________________________

__________

4. Any areas for improvement or topics you’d like to be covered in future sessions?

____________________________________________________________________________

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