

Sample – training record: attendance list

What is an attendance list?

A training attendance list is a record of participants attendance of training. It includes a short description of the training and who conducted it.



The training records can be a valuable tool for effective planning.

Training records: attendance list

Training topic:		Total participants:
Facilitator:		Date: Time:
Training description (include pictures as annex):		
Name of participant	Position	Signature

Photos of training (with date and time stamp on the image)