**Training Attendance Spreadsheet Template**

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| --- | --- | --- |
| Training Session Title |  |   |
| **Date** | MM/DD/YY |  | Attendance Key |
| **Trainer / Facilitator** | Name |  | Attended | **A** |
| **Location** | Address / Location |  | Absent | **X** |
| **Training Type** | Description |  | Late | **L** |
| **Duration** |  |  |  |  |

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| **Attendee Name**UNKNOWNNOYESUNKNOWNNOYESUNKNOWNNOYESUNKNOWNNONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONOUNKNOWNNOYESUNKNOWNNOYESUNKNOWNNOYESUNKNOWNNONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONO | **Department / Team** | **Job Title** | **Attendance Status** | **Signature** | **Completion** | **Comments / Notes** |
| Name | Team | Title | **A** |   | **Y** | Notes |
|  |  |  | **X** |   | **N** |  |
|  |   |  | **L** |   | **Y** |  |
|  |  |  |  |   | **N** |  |
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