**[A blue and white sign

AI-generated content may be incorrect.](https://www.smartsheet.com/try-it?trp=8872&utm_source=template-word&utm_medium=content&utm_campaign=Training+Attendance+Spreadsheet-word-8872&lpa=Training+Attendance+Spreadsheet+word+8872)Training Attendance Spreadsheet Template**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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** |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Attendee Name**  UNKNOWN  NO  YES  UNKNOWN  NO  YES  UNKNOWN  NO  YES  UNKNOWN  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  UNKNOWN  NO  YES  UNKNOWN  NO  YES  UNKNOWN  NO  YES  UNKNOWN  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO | **Department / Team** | **Job Title** | **Attendance Status** | **Signature** | **Completion** | **Comments / Notes** |
| Name | Team | Title | **A** |  | **Y** | Notes |
|  |  |  | **X** |  | **N** |  |
|  |  |  | **L** |  | **Y** |  |
|  |  |  |  |  | **N** |  |
|  |  |  |  |  | **N** |  |
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