



ATTENDANCE RECORD

☐ On-Job Training ☐ Internal Training ☐ Meeting ☐ Briefing
☐ Knowledge Sharing ☐ External Training

Title:			
Venue:			
Date:		Time / Duration:	
Chairperson / Trainer:			

No.	Name of participant	Signature

Verified by: (Human Resource Personnel)
<div>(Signature)</div> <div>Name: Date:</div>