**ATTENDANCE REPORT**

**Name:** ${name}

**Title of Intervention Attended:** ${certificate\_title}

**Date Conducted:** ${date\_covered}

**Venue:** ${venue}

**Sponsors:** ${sponsors}

**Specific Competency target to Develop/Enhance:** ${competency}

|  |
| --- |
| **Knowledge Acquired (What skills, knowledge and attitude I required):**  ${knowledge\_acquired} |
| **Outcome:**  ${outcome} |
| **Personal Action:**  ${personal\_action} |

|  |  |  |  |
| --- | --- | --- | --- |
| Employee’s Signature | Date | Supervisor’s Signature | Date |
| ${esign} | ${edate} | ${ssign} | ${sdate} |