**培 训 签 到 表**

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| 培训时间 | | |  | | 培训地点 | | | 公司会议室 | |
| 培训内容 | | |  | | 培训讲师 | | |  | |
| 序号 | 受训人员（部门） | | | | 签到 | | | 备注（迟到者请注明原因和时间） | |
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| 21 |  | | | |  | | |  | |
| 22 |  | | | |  | | |  | |
| 应到人数 | |  | | 实到人数 | |  | 缺勤人数 | | 无缺勤 |