**培 训 签 到 表**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 培训时间 | | | 2022/11/13 | | 培训地点 | | | 公司会议室 | |
| 培训内容 | | | 商务礼仪 | | 培训讲师 | | | 王钰棋 | |
| 序号 | 受训人员（部门） | | | | 签到 | | | 备注（迟到者请注明原因和时间） | |
| 1 | 刘德祥 | | | | √ | | |  | |
| 2 | 刘文祥 | | | | √ | | |  | |
| 3 | 罗娇 | | | | √ | | |  | |
| 4 | 王钰棋 | | | | √ | | |  | |
| 5 | 周晓波 | | | | √ | | |  | |
| 6 | 马娇 | | | | √ | | |  | |
| 7 | 田鹏 | | | | √ | | |  | |
| 8 | 张立群 | | | | √ | | |  | |
| 9 | 张珂 | | | | √ | | |  | |
| 10 | 张奎 | | | | √ | | |  | |
| 11 | 周晓波 | | | | √ | | |  | |
| 12 | 王钰棋 | | | | √ | | |  | |
| 13 | 王思尧 | | | | √ | | |  | |
| 14 | 时化玉 | | | | √ | | |  | |
| 15 | 周晓波 | | | | √ | | |  | |
| 16 | 马娇 | | | | √ | | |  | |
| 17 | 田鹏 | | | | √ | | |  | |
| 18 | 张立群 | | | | √ | | |  | |
| 19 | 张珂 | | | | √ | | |  | |
| 20 |  | | | |  | | |  | |
| 21 |  | | | |  | | |  | |
| 22 |  | | | |  | | |  | |
| 应到人数 | | 19 | | 实到人数 | | 19 | 缺勤人数 | | 无缺勤 |