

***Training Record****Training Course Title*

|  |  |
| --- | --- |
| Date |  |
| Time |  |
| Duration |  |
| Location |  |
| Trainer/Facilitator |  |
| Assisted by |  |
| Client |  |

# Attendees

|  |  |  |
| --- | --- | --- |
| Name | Position | Signature |
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