

# LANGUAGE PROFICIENCY GROWTH CHART

Professional Development Tracking Template

Employee Name: \_\_\_\_\_

Target Language: \_\_\_\_\_

Review Period: \_\_\_\_\_

PROFICIENCY LEVEL	CORE COMPETENCIES	QUARTERLY MILESTONES
<b>Elementary (A1-A2)</b>	Basic social interactions, essential vocabulary, simple sentence construction, and routine professional greetings.	Introductions Basic Emails Time/Date Tracking
<b>Intermediate (B1-B2)</b>	Active participation in meetings, drafting complex correspondence, and explaining specific technical workflows.	Meeting Facilitation Conflict Resolution Report Summaries
<b>Advanced (C1-C2)</b>	Nuanced negotiation, cultural adaptation, strategic presentation, and specialized industry discourse.	Public Speaking Strategic Planning Creative Writing

Internal Communication  
Technical Documentation  
Client Presentation  
Cross-Cultural Awareness

**Growth Observations & Feedback:**