

# Don Barnard, PMP

Instructional Designer at General Dynamics Information Technology

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## Summary

A dedicated and dynamic professional with a proven record of accomplishment in project management, contract management, training and development, customer service, distance learning/e-learning, curriculum development, job analysis, organizational development, performance evaluation, and system implementations. Demonstrates effective leadership by routinely guiding associates to make sound decisions. Leverages profound understanding of diverse backgrounds of personnel to improve team performance and individual talents. A results-oriented, creative leader who encourages innovative ideas to further the success of a corporation. Fosters an atmosphere of respect and accountability, earning the trust of employees and making substantial contributions to the ongoing achievement of an organization. An open communicator who uses exceptional interpersonal skills to convey shared objectives clearly and concisely, ensuring complete understanding of ideas.

## Specialties

Project management, learning technology, talent development, process improvement

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## Experience

### **Deputy Program Manager / Senior Instructional Designer at General Dynamics Information Technology**

October 2009 - Present (6 years 3 months)

Keeping our folks employed.

### **Learning And Development Consultant - Systems at Wal-Mart Stores, Inc**

June 2006 - February 2009 (2 years 9 months)

Initial manager of newly formed Realty University. Developed the job requirements, evaluation goals and developmental plans of newly hired training and development staff. Designed work flows, organizational structure and implementation methodology for Realty University. Formulated and established training policies, guidance and procedures for Realty University. - Supervised a staff of training developers, instructors and training managers. Developed, managed, planned, administered, coordinated and evaluated systems, occupational and professional training programs. - Recognized leader in the field of eLearning and learning technology. Provided guidance and recommendations for the implementation of an LMS system. Responsible for purchasing third party content for classroom and online use. - Developed 450 job-specific learning paths, starting with business critical jobs. Sought out for knowledge of budget processes. Strong organizational skills, dead-line oriented with attention to detail.

### **Contract SAP Training developer at Deloitte**

October 2005 - April 2006 (7 months)

Primary trainer and curriculum developer for a multi-million dollar project for the State of Florida. The project included developing a custom SAP software solution for the Department of Revenue (DOR), Child Support Enforcement. - Developed the skills and knowledge of newly hired trainers. - Developed and prepared training materials for a multi-phase, blended training plan. - Traveled to numerous locations to provide classroom instruction and remedial assistance to ensure the client fully understood how to use this custom-made, internet-based software solution.

### **Senior Associate at Conway Management Co**

November 1995 - December 2004 (9 years 2 months)

Coordinated seminars, workshops, coaching sessions, and strategic planning events for clients. Led planning, direction, administration, coordination, supervision, delivery, and evaluation of workshops. Worked directly with associates as well as clients to analyze, design, develop, and evaluate training/education. - Championed process improvement teams. Provided guidance/leadership to team leaders and executives. Coached green belt/black belt QI technicians on use of knowledge in non-manufacturing areas. - Oversaw strategic planning workshops, aligning client company initiatives with strategic goals. Led workshops globally, guiding businesses with diverse work forces to collaborate. - Designed and conducted train-the-trainer workshops with emphasis on teaching adults, active learning techniques, and assessment. - Acted as facilitator for top-level management meetings as well as liaison of choice for multiple shop-floor-level teams.

### **Pilot, Department Head, Instructor at US Navy**

December 1979 - November 1995 (16 years)

Mission Commander, Instructor Pilot (P-3, T-34), Department Head, Designated Master Training Specialist Education and Training Management Subspecialty - Over 10 years experience designing and delivering Navy training of all types. - Developed and provided Total Quality Leadership (TQL) training. - Superb attention to detail and customer focus demonstrated while maintaining officer and enlisted pay records, preparing advancement records, gathering and submitting annual evaluations, and creating official correspondence. - Demonstrated strong written and verbal communication skills while assigned to major warfare commander staff. Designed and managed air operations in support of warfare commander. - Ability to work with tight deadlines and fluctuating priorities demonstrated while Schedules Officer for Navy primary flight training squadron. Created annual flight training plan that set a new standard for effectiveness and ease of use.

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## Skills & Expertise

**Project Management**

**Coaching**

**E-Learning**

**Needs Analysis**

**Training**  
**Process Improvement**  
**Performance Improvement**  
**Instructor-led Training**  
**Technical Training**  
**Program Management**  
**Adult Education**  
**Instructional Design**  
**Technology Needs Analysis**  
**Curriculum Development**  
**Blended Learning**  
**Visio**  
**Organizational Learning**  
**Learning Management Systems**  
**Captivate**  
**Talent Management**  
**Employee Engagement**  
**Staff Development**  
**Business Process**  
**Organizational Effectiveness**  
**Analysis**  
**Leadership**  
**Technical Writing**  
**Human Resources**  
**Strategic Planning**  
**Management**  
**Management Consulting**  
**Team Leadership**  
**ADDIE**  
**Organizational Development**  
**Performance Management**  
**Software Documentation**  
**Change Management**  
**Employee Relations**  
**Organizational Design**  
**Succession Planning**  
**Employee Training**  
**Learning Management**  
**Knowledge Management**  
**Training Delivery**  
**Project Planning**  
**Onboarding**  
**Consulting**  
**Performance Consulting**  
**Instructional Technology**

## **Distance Learning**

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### Education

#### **University of West Florida**

MS, Educational Leadership, 1989 - 1991

Activities and Societies: Education and Training Management Specialty

#### **University of Missouri-Columbia**

BS IE, Industrial Engineering, 1975 - 1979

Activities and Societies: Navy ROTC, Marching band

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### Honors and Awards

Accredited in Accelerated Implementation Methodology, IMA Designated Master Training Specialist, US Navy

Education and Training Management Subspecialty, US Navy

### Interests

Developing Others, Hiking, Process Improvement, all phases of Learning and Development

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## 6 person has recommended Don

"I worked with Don on a number of projects related to implementation of a Learning Management System for Wal-Mart Stores, Inc. Don is a results-oriented leader with strong people and communication skills. He has a wealth of experience and knowledge. He is hard-working, trustworthy, genuine, customer focused, and always looking for new and better ways to do business to maximize productivity and reduce costs. He is well respected throughout the Company and known for his servant leadership. I have no doubt that he will make an immediate positive contribution to any organization."

— **Edna S.**, worked with Don at Wal-Mart Stores, Inc

"Don is an amazing supervisor...he inspires people to do their best and provide their best work. He is goal-oriented, has absolutely incredible people skills, and is extremely effective at influencing up and down the corporate ladder. His leadership is effortless and he is a pleasure to work with."

— **Michael M.**, reported to Don at Wal-Mart Stores, Inc

"Don strives to help his team succeed professionally; he always takes the time to get to know individuals and provide us with the tools and knowledge to aid us with our professional growth. His ability to create rapport and build successful business relationships is a key element of the success of training projects. The combination of Don's management style and knowledge of the training environment are an asset to any team."

— **Tracy R.**, reported to Don at Wal-Mart Stores, Inc

"Don was a pleasure to work with. He is easy going, and allows those who work for him the freedom and tools to perform our jobs to the highest level possible, while supporting and mentoring us to achieve to the next level. Don has an excellent understanding of the training function within a company and is constantly working toward improving the professional image and reputation of Realty University."

— **Christa M.**, reported to Don at Wal-Mart Stores, Inc

"Don's ability to maximize one's potential for growth has been an absolute boon to my professional development as a whole. He is a role model and mentor who will go far out of his way to help anyone who requests it."

— **Michael LaDon W.**, reported to Don at Wal-Mart Stores, Inc

"I've worked with Don in a client/vendor relationship for a number of years. Don's patience and tenacity were greatly appreciated on our project, which involved many hurdles and negotiations with conflicting stakeholders. It's a pleasure to work with someone who understands these issues and can manage the vendor relationship openly and efficiently."

— **Matt A.**, was a consultant or contractor to Don at Wal-Mart Stores, Inc

[Contact Don on LinkedIn](#)