Shea
Writing & Training Solutions
Technology Into Words

CAPABILITY STATEMENT 2021

About Us

Shea Writing and Training Solutions, Inc. (Shea) has been working with the energy and manufacturing industries for more than 23 years.
We develop user-focused policies and procedures that document and standardize procedures for complex, high-risk, high-hazard, and high-consequence operations.

- Procedures and Manuals
- Health, Safety, and Environment (HSE) and Quality Documents
- Technical Meeting Reports and Procedures
- User Guides
- Marketing Content Development
- Reports, Plans, Permits, Proposals, and more

Certifications

- Women's Business Enterprise National Council 236014
- Women Owned Small Business W050112
- Cage Code 3BNH1
- Federal ID 76-0528392
- Dunn and Bradstreet 01-545-0844
- State of Texas HUB Certified 1760528392200
- Disadvantaged Business Enterprise Certified 18-12-10140
- NAICS Codes 561410, 611430, 611420, 611710, 541430, 541611

Awards and Recognition

- Society for Technical Communication Awards of Excellence and Merit (multiple)
- WBE Supplier of the Year
- 100 Fastest Growing Businesses (multiple) Enterprise Champion

Contact Us

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Core Competencies

Technical Writing and Editing
Compliance and regulatory-driven operational policies, plans, procedures, manuals, and standards that effectively translate complex information into clear content for the end-user.

Scribing
Live notes for facilitated meetings and review of existing facilities to identify potential hazards and operability issues, and assess current compliance and safety standards.

Training
Proven process for analyses and assessments and creating custom-designed training materials for the classroom, blended learning, online courseware, or workshops.

Differentiators

Return on Investment
When we develop processes and procedures, we build in performance. Your documentation can be used to train as well as to capture methods.

Full-scope Approach
Our development process is consistent, repeatable, and scalable to meet naturally occurring peaks and valleys.

Experience
We bring breadth and depth of knowledge to your project. Our senior writers and editors average 21 years of direct experience across multiple industries.

Past Performance

San Jacinto College
Prepared and delivered technical writing training for NASA engineers.

City of Houston (Subcontractor to Carahsoft)
Scribed meeting notes and developed training materials for Enterprise Application support.

City of Houston Airport
Developed Project Management Manual.

Bechtel Corporation
Wrote operations and maintenance procedures and developed training for a Liquified Natural Gas facility.

Our niche is creating user-centered technical communications and training that support performance on the job